



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL

Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Careers Leader

Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Careers Leader.

We are seeking a dynamic and well-qualified individual as a Careers Leader, to ensure that our students are well-equipped for the world of work and their next steps, through building and developing links with external agencies and post 16 providers, communicating with stakeholders and supporting students with alternative pathways.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. Our staff wellbeing offer includes an employee assistance programme, discounted gym membership and various activities to promote physical and mental wellbeing. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher



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Title of Post:	Careers Leader
Salary:	SCP 19 - 22 (£29,583.49 - £30,992.86)
Commencement:	ASAP
Contract:	36 hours per week, 08:00 – 16:15 per day with an hour lunch (Hours may be adjusted for a suitable candidate)
Weeks per Year:	39 weeks per year

We are looking to appoint an enthusiastic, pro-active and well qualified professional to join our team. You will take responsibility for Careers Education, Information and Guidance within our school, working alongside teachers, support staff and students and developing links with outside agencies. You do not need previous direct experience as training will be provided. To succeed in this role, you must have excellent organisational skills and the ability to communicate and inspire.

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, at or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk.

Closing Date: 9am, Monday 25th November 2024

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

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Contract:	36 hours per week, 08:00 – 16:15 per day with an hour lunch (Hours may be adjusted for a suitable candidate)
Weeks per Year:	39 weeks per year
Purpose:	To lead the provision for Careers Education in the School
Reporting to:	Deputy Headteacher for Curriculum

Job Description:

General responsibilities

- Planning and implementing and reviewing the Mill Hill County High School careers provision across Years 7-13 so it is in-line with the GATSBY Benchmarks.
- To work closely with Head of PSCH, Pastoral Staff, Heads of Year, tutors to deliver a Careers programme in tutor time, assemblies and during PSCH days.
- Develop and maintain contacts with local post-16 providers to arrange for them to come into school to provide students with an understanding of alternative pathways.
- Organise assemblies to ensure that school meets its Provider Access Legislation responsibilities.
- Build links with universities, business and industry and to arrange regular input from these sectors to help provide key information to students, including the organising of an in-school Careers Fair to provide students in Y10-13 with access to these links.
- Oversee the role and timetable of the External Careers Advisor.
- Organising and attending careers enrichment trips and experiences.
- Ensuring up to date information and communication is available on the school website.
- Managing the provision of relevant resources and ensure that appropriate careers-related materials are available to students and parents.
- Regular communication with students, parents and staff regarding careers opportunities, such as a regular Careers Newsletter for parents.
- Representing the school in matters relating to careers.
- Maintain records e.g., destinations of post 16 and post 18 and to submit to the Borough on request and to continue to celebrate the destinations of our post 18 leavers, such as the Destination Posters and Banners.
- To be able to provide support and guidance to students who have questions regarding future pathways and to be available to provide careers advice for students Y7-13.
- To organise a work experience programme for students.
- To assist on school events regarding careers where appropriate.
- Ensure all relevant documentation, such as the Careers Policy, is up to date
- Any other duties as required by Senior Management.

Careers Education Lead



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Knowledge, Experience and Skills

Essential:

- Experience of working within an education setting with learners
- An interest in providing IAG to learners and evidencing positive outcomes
- Be familiar with, and adhere to, relevant Health and Safety, Safeguarding, Confidentiality and Data Protection (GDPR), and evidence reporting all concerns to an appropriate person.
- Excellent organisational and administrative skills
- Ability to demonstrate initiative and independence as well as work within a team
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent attendance and punctuality
- Flexibility in responding to new and changing priorities
- Computer literacy and ability to keep up to date records for medical records
- Excellent communication skills: the ability to communicate effectively verbally and in written forms with a range of stakeholders

Desirable:

- Recent experience of delivering career information and advice to young people.

Safeguarding

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post. We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.