



Careers Leader and Advisor

Queen Mary's High School & Queen Mary's Grammar School

Required for September 2024

Permanent

37 hours per week (Term Time Only)

NJC Pay Scale, Grade 9 (SCP 30-35)

APPLICATION PACK

Queen Mary's High School
Upper Forster Street
Walsall
West Midlands
WS4 2AE

Telephone: 01922 721013
Website: www.qmhs.org.uk
Email: qmarys@qmhs.merciantrust.org.uk
Headteacher: Mrs N Daniel
Chair of Governors: Mr T Normanton

WELCOME TO THE QUEEN MARY'S SCHOOLS

May 2024

Dear Applicant,

Vacancy for the role of Careers Leader and Advisor across Queen Mary's High School and Queen Mary's Grammar School

I would like to thank you for taking the time to find out more about the role of Careers Leader and Advisor. The role is newly created to support the development of CEaIG provision across both school sites; Queen Mary's High School and Queen Mary's Grammar School. The successful candidate will work at both schools throughout the week, as reflected in the job description. We are seeking to appoint a well-qualified, committed and inspirational Careers Leader and Advisor to build upon the already strong CEaIG provision in both of our schools. Experience in a grammar school setting is neither required nor expected. The successful applicant will become part of a collaborative and supportive staff body at both schools, who share a vision to realise and achieve ambitious outcomes for every individual in our schools.

Both Queen Mary's High School and Queen Mary's Grammar School are academically selective schools with a well-established tradition of educational excellence, supporting young people to achieve exceptional academic outcomes. Both schools recognise that there is far more to education than that which takes place within the classroom so offer a wealth of opportunities for students to develop their individual interests and passions.

If you are, like us, passionate about having a positive impact on young people's lives, and excited by this opportunity to support exceptional young people, we warmly welcome your application.

We very much look forward to hearing from you.

Mrs N Daniel
Headteacher at Queen Mary's High School

Mr R Langton
Headmaster at Queen Mary's Grammar School



ABOUT QUEEN MARY'S HIGH SCHOOL

Queen Mary's High School is a diverse, busy and happy school. Care for the individual lies at the heart of our provision. We are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged and is celebrated. Whilst academic achievement is a key part of our school culture, we recognise that there is much more to learning than that which takes place in the classroom. Our students benefit from and enjoy a range of extra-curricular activities. This includes participation in our competitive House system, opportunities in sport, music and drama, residential trips and visits along with a range of other clubs and societies. Sixth Form students play a key role in the life of the school through their leadership roles and capacity as role models for our younger students. We have a long and established tradition of educating the thinkers, doers and change makers of the future and have been doing so for over 125 years. Queen Mary's High School is a school which is proud of its heritage and tradition whilst simultaneously being committed to developing staff and students who are outward facing, innovative and ready to take on a challenge.

Queen Mary's High School has a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence. Partnerships between school, parents and pupils enable examination success and wide-ranging life enriching opportunities outside of the classroom prepare and equip our students to meet the challenges of a rapidly evolving world.



ABOUT QUEEN MARY'S GRAMMAR SCHOOL

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

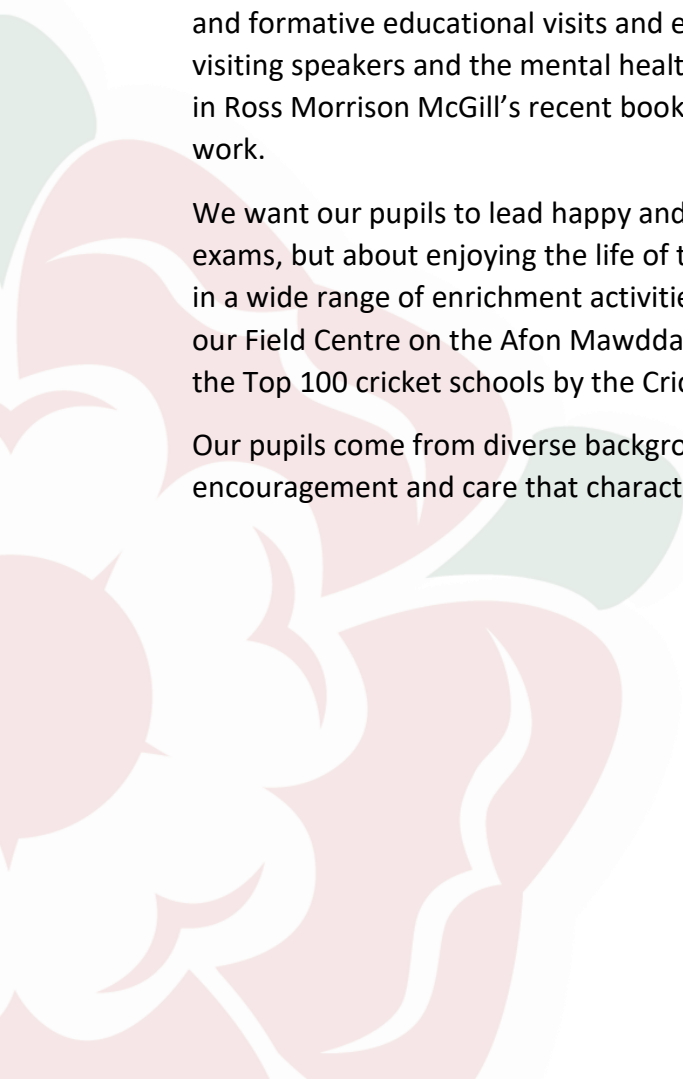
There are currently almost 1400 pupils on roll, including over 450 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2023, 69% of GCSE grades were 7-9 (A*/A) and 64% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.



ABOUT THE MERCIAN TRUST

Queen Mary's High School and Queen Mary's Grammar School are Founder members of the Mercian Multi-Academy Trust.

According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education. We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community. The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.



THE ROLE: CAREERS LEADER AND ADVISOR

Responsible to: Senior Leadership Team link for CEIAG

Job Purpose

- To provide and coordinate careers education, information, advice and guidance to students at Queen Mary's High School and Queen Mary's Grammar School in order to improve pupils' skills, knowledge and understanding for career planning and management.
- To act as the Careers Leader for Queen Mary's High School.
- To provide careers advice and guidance along with careers administration for Queen Mary's Grammar School.

Job Description

Careers guidance

- To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- To generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

Careers Information

- Use expert knowledge of careers information and labour market information and intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To attend Parents Evenings / Options Evenings to allow learners and parents access to relevant, up-to-date Careers Guidance.
- To closely monitor national external developments in CEIAG provision ensuring students/parents/carers are aware of the most recent opportunities.

Career Guidance Programmes

- To ensure the school is compliant in meeting the Gatsby benchmarks
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.
- To work with the Senior Leadership Link and Heads of Year to plan and deliver CEIAG opportunities for students. Activities may include, organising Oxbridge events, UCAS

conventions, university visits, regular outside speakers to assembly, Higher Education support for students/parents, careers fair.

- To work effectively with school admin support in ensuring high quality administration of all aspects of the careers programme, including responsibility for the careers section of the website.
- To work closely with all stakeholders to develop careers education and opportunities for students - this will involve presenting to parents/carers face-to-face at information evenings, as well as building relationships with external stakeholders and alumni.

Queen Mary's High School

- To act as the school's careers leader, providing strategic leadership of the school's careers programme.
- To enhance and monitor students' exposure to CEIAG across the academy using Compass+ and Unifrog.
- To monitor the destinations data for KS4 and KS5 students and ensure timely reporting.
- To work closely with Subject Leaders to ensure CEIAG is meaningfully embedded into the curriculum
- To work with the Head of Sixth Form to coordinate and implement the work experience program in Year 12.

Queen Mary's Grammar School

- To assist the school's existing career's leader in the operational delivery of CEIAG activities.
- To carry out careers guidance interviews across key stages 3-5.
- To enhance the use of Unifrog as a single CEIAG platform for students and parents across the whole school, including destinations data.
- To monitor students' exposure to CEIAG through Unifrog.
- To work with the school's alumni officer to enhance CEIAG provision through our alumni network.
- To work with Subject Leaders to ensure CEIAG is meaningfully embedded into the curriculum.
- To coordinate and implement the work experience programme in Year 12.

PERSON SPECIFICATION

	Essential	Desirable	Assessed
Qualifications and Experience			
Level 6 or 7 Qualification in Careers Guidance	✓		A
Degree or equivalent		✓	A
GCSE English and Maths, Grade A*- C (or Equivalent)	✓		A
Working with young people aged 11-19 years old either in education, youth work, social work or the voluntary sector	✓		A/R
Experience of working co-operatively, creatively and flexibly	✓		A/I/R
Experience of organising events for young people		✓	A/I/R
Experience of working in an educational setting in an advisory capacity	✓		A/I/R
Experience of using Unifrog and Compass+		✓	A/I/R
Knowledge, Skills and Abilities			
To relate to young people with differing needs	✓		A/I
An understanding of the key issues relating to CEIAG, such as an awareness of current issues in HE and graduate	✓		A/I
Knowledge of the Code of Ethics from the Careers Development Institute (CDI)	✓		I
Understanding of the Gatsby Benchmarks	✓		A/I
Understanding of how CEIAG fits within the OFSTED framework	✓		I
High level of proficiency with Microsoft Office, including Word and Excel	✓		I
Excellent attention to detail	✓		I/R
Effective communication and interpersonal skills	✓		I/R
Excellent time management and organisational skills	✓		I/R
Be optimistic, enthusiastic and generous of spirit	✓		I/R
Ability to build effective working relationships with students, staff and other stakeholders	✓		I/R
Personal Attributes			
Commitment to promoting the ethos and values of the school and the Mercian Trust	✓		I/R
Be committed to safeguarding, equality and promoting the welfare of children and young people	✓		I/R

A = Application, I = Interview, R = Reference

SAFEGUARDING AND SAFER RECRUITMENT

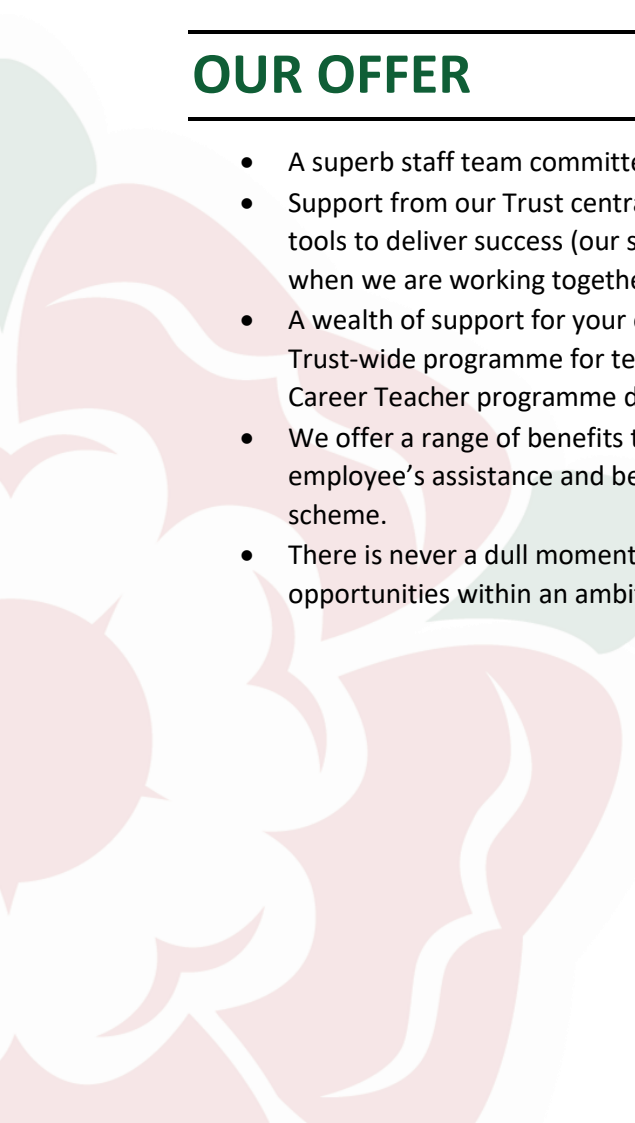
- Queen Mary's High School and Queen Mary's Grammar School are committed to safeguarding and promoting the welfare of children and young people.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

HEALTH AND SAFETY

The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

OUR OFFER

- A superb staff team committed to doing their absolute best for all in our school community.
 - Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
 - A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
 - We offer a range of benefits to support our staff wellbeing including access to the employee's assistance and benefits programme, our school fitness suite and a cycle to work scheme.
 - There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.
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KEY INFORMATION – HOW TO APPLY

Post	Careers Leader and Advisor
Responsible to	Senior Leadership Team
Contract and Salary	<p>This is a full-time, permanent position working 37 hours per week, Monday-Friday, for 39 weeks a year (term time only, inclusive of INSET days).</p> <p>NJC Pay Scale, Grade 9 (SCP 30-35) FTE Salary: £38,223 – £43,421 Actual Salary: £33,318 - £37,848</p>
Closing Date	Sunday 2 nd June 2024
Interview Date	WC 10th June 2024
Start Date	September 2024
How to apply	<p>Complete the Mercian Trust online application form and submit a supporting statement / document no longer than 2 sides of A4 outlining the following:</p> <ul style="list-style-type: none">• How your recent and relevant experience and expertise match the requirements of the role.• How the impact you have had in your career to date is an appropriate foundation for you to undertake this role. <p>Please note, your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p>

