

Careers, Work Experience and Enrichment Coordinator



Oasis
Academy:
Hadley

Dear Candidate,

Thank you for your enquiry regarding the position of **Careers, Work Experience and Enrichment Coordinator** at Oasis Academy Hadley. We are part of Oasis Community Learning which runs over 50 academies across the UK.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org. We welcome visits to the Academy. Please contact Alice Weeks, People Directorate Officer, on 020 8804 6946 ext 73012 or hadley.hr@oasishadley.org to arrange a visit or if you would like to discuss any aspect of the post.

If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it by either of the following ways:

Email: hadley.hr@oasishadley.org

Post: People Directorate Office
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX

The closing deadline for applications is no later than **8am on Tuesday 6th June 2022**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on the week commencing **Monday 12th June 2022**.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Zoë Thompson', is located below the 'Yours sincerely,' text.

Zoë Thompson
Principal

About Oasis Academy Hadley

Oasis Academy Hadley is a great place to work and learn. We are an all-through family school, where children at every key stage from ages 2 to 19 learn well and make good progress.

We pride ourselves on being inclusive and championing the gifts and talents of every individual. The happiness, care and wellbeing of all our children is central to our approach and enables everyone at Hadley to thrive in a safe and secure environment.

We have an established culture of high expectations, where children are taught well and encouraged to develop both academically and culturally. Having such a well-rounded learning experience is central to our purpose as it is this that enables our children to be aspirational for themselves, their families and their community. By nurturing a positive mindset we build children's confidence to be successful whichever path they choose.

Being an all-through school means that many children are with us for the majority of their formal education and do stay on into our very popular Sixth Form where each year, approximately 95% go onto University with 85% going to Russell Group and top third Universities which are some of the best in the world.

Hadley has a track record of great achievements and is an inspirational place to learn and work. Throughout all phases of our Academy we have a team of skilled and dedicated staff with a great deal of expertise who are committed to securing the best outcomes. To achieve this, we place a great deal of importance in continuing professional development and we have an established leadership development programme.

Oasis Academy Hadley is one of 53 Academies who form part of the Oasis Community Learning. Each Oasis Academy and the services behind them, are committed to creating exceptional entitlement that ensures that all children have real choice in their lives.



About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

At Oasis Academy Hadley we interpret the Oasis Ethos through the Hadley Way.

The Hadley Way

ASPIRE: We will have the highest expectations of ourselves and others for both learning and behaviour.

ACHIEVE: We will be the best we can

CARE: We will consider others and make positive contributions to the Academy, local and global communities in which we live

ENDEAVOUR: We will be resilient, enjoy a challenge and not give up easily.

Job Description

POST:

Careers, Work Experience and Enrichment Coordinator

ACCOUNTABLE TO:

Principal, under the day-to-day management and leadership of a member of the Academy Leadership Team responsible for careers and enrichment

GRADE:

Support Staff Scale SO1 (Outer London) 22 – 26, £27,526 - £29,697 per annum (actual).

Plus local government pension scheme.

KEY RELATIONSHIPS:

Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning; LA representatives; partner professionals; parents; local community; other Oasis Academies.

LOCATION:

Oasis Academy Hadley.

WORKING PATTERN:

Working hours as directed by the Assistant Principal and Principal.

37 hours per week x 41 weeks - term time plus 10 days. (Some flexible working may be required)

Job Purpose:

To oversee, monitor, analyse and strategically plan the development of enrichment programmes to ensure students have access to a wide range of opportunities.

Responsibilities:

1. To support the academy plan for careers, work experience and enrichment.
2. To support the work of the Academy leadership team in the development and implementation of careers and enrichment activities.
3. To oversee work experience placements for students.
4. To liaise with universities to support widening participation activities
5. To contribute to the promotion of the general progress and well-being of students and staff within the Academy.

Duties:

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Enrichment

- Manage the Academy enrichment calendar
- Organise assemblies, lead events and develop inspiring opportunities to encourage learners to aspire to university and to educate students on careers opportunities.
- Coordinate enrichment programmes and relationships with outside providers that promote high aspirations, careers and higher education
- Communicate effectively with students to ensure enrichment opportunities are well publicised and well attended.
- Organise subject specific career activities that enhance learning inside and outside the classroom.
- Produce regular bulletins for enrichment opportunities
- Organise and promote university taster day, master classes, open day visits

3. *Careers Guidance*

- Co-ordinate the development of effective and continually improving careers education, careers information and careers guidance for students in liaison with the Academy Leader for careers
- Cascade careers and work experience information to all relevant teachers
- Assist students in KS4 and 5 to make informed choices for Further/Higher Education/Employment progression routes.
- Prepare students for interviews and work experience through CV and Application letters and other job seeking skills
- Prepare destinations reports for year 11 and year 13 leavers in liaison with the Academy Leader for careers
- Attend A level and GCSE results day and support the Sixth Form recruitment process
- Develop and maintain careers pages on MS Teams
- Display careers information around the Academy including resources created by the students themselves.
- Promote the use of careers information including software and websites

4. *UCAS*

- Advise and assist students on accessing advice and guidance to enable them to make informed choices about post-18 education options
- Support the Head of Sixth form in the administration of UCAS statements and references

6. *Supporting Academic Progress*

- Engage with students, conducting interviews and implementing intervention strategies with underperforming students to include setting up individual action plans and monitoring student performance.

7. *Networking*

- Set up and an alumni network, maintain communication with the network and organise alumni events
- Communicate with the publicity officer to share information on the Hadley social media about carers activities and successes

8. *Work experience*

- Effectively manage and implement the work experience programme for Year 12 students at Oasis Academy Hadley and provide information in accordance with statutory requirements and ensure that all student take up high quality placements.
- Ensure all health and safety regulations and risk assessments are met, with regards to students and their work experience placements.
- Provide comprehensive information to students regarding work experience; this will include creating documentation on a regular basis and, when appropriate, have one-to-one contact with parents and employers to ensure placement details are confirmed.
- Provide and collate all the necessary documentation to employers, parents and students with regards to data protection, health and safety, job descriptions, and where appropriate pupil medical details. Maintain a detailed database with full contact information of all placements arranged.
- Ensure that vulnerable students are placed in the most suitable environment and the placements regularly monitored.
- Coordinate corporate work experience and work shadowing programmes that take place outside the allocated two week period.

- Raise awareness of the work experience programme across the staff
- Arrange for all staff visits to be made whilst students are out of school participating in work experience. Monitor feedback and deal immediately with any issues arising.
- Be available as first point of contact for employers, pupils and parents during the work experience programme.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree 	<ul style="list-style-type: none"> Post graduate study
Experience, Skills and knowledge	<ul style="list-style-type: none"> Knowledge of good practice of working with post-16 students Ability to use data effectively to set targets and raise achievement Ability to provide appropriate challenge and support for students Knowledge of behaviour management strategies and a proven ability to maintain good discipline Understanding of the practical application of Equal Opportunities in an Academy context Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English 	<ul style="list-style-type: none"> Relevant experience of working in school or academy setting Knowledge of learning programmes and/or work based and activity based learning
Personal Qualities	<ul style="list-style-type: none"> Ability to work independently and as part of a team Ability to interpret and follow procedures Ability to maintain confidentiality Ability to reflect Ability to form and maintain appropriate relationships and personal boundaries with children Emotional resilience in working in a range of challenging situations Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.