Guilsborough Academy

Guilsborough Multi Academy Trust



Director of Careers

Candidate information pack

Letter from Mr Simon Frazer, Principal



Dear Colleague

Thank you for taking an interest in our Academy and particularly in the post of Director of Careers.

I know how important it is to make the right decision when deciding whether to apply for a new post. It is important to find out as much as you can about us, so I would encourage you to visit our website, www.guilsborough.northants.sch.uk, where you will find lots of information, including our recent newsletters.

We will be making tours available to prospective candidates as I believe it is important to get a feel for the academy and our values. If you would like a tour of the academy we would be pleased to arrange this. Please contact our HR department, on hr@guilsborough.northants.sch.uk.

Our Ofsted report can be found here, which is another source of information for you and which highlights 'the positive learning environment in which lessons take place' and 'good behaviour' of our pupils.

While most staff at Guilsborough are long serving members of staff, I joined Guilsborough as Principal in September 2020. I was made to feel extremely welcome. Colleagues' support for our students, and each other, has been a highlight. The messages of support from our parents/carers, examples of which are on our website, have also been heartening as we work hard to make sure our students continue to make the progress we know they can. Long serving colleagues say that they stay because of the pupils, their colleagues, and the training and career development opportunities they are able to access.

My personal belief is when we attract fabulous staff, look after their welfare and give them an environment where they can flourish, we continue to give our pupils the high-quality education that they deserve.

If you feel that Guilsborough Academy could be the right school for you then we would welcome your application.

With best wishes for the future.



Simon Frazer
Principal of Guilsborough Academy

About Guilsborough Multi-Academy Trust

We are a small MAT located Situated in idyllic Northamptonshire countryside. We are presently comprised of two academies: Guilsborough (11-19) Academy and Naseby Church of England Primary (4-11) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust with our partner primary school, Naseby Church of England Academy in 2014. Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. Combined with Naseby Primary Academy, we are part of a tightly knit multi-academy trust. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 4-19 Education for the benefit of our pupils, staff, parents/carers and the wider community.

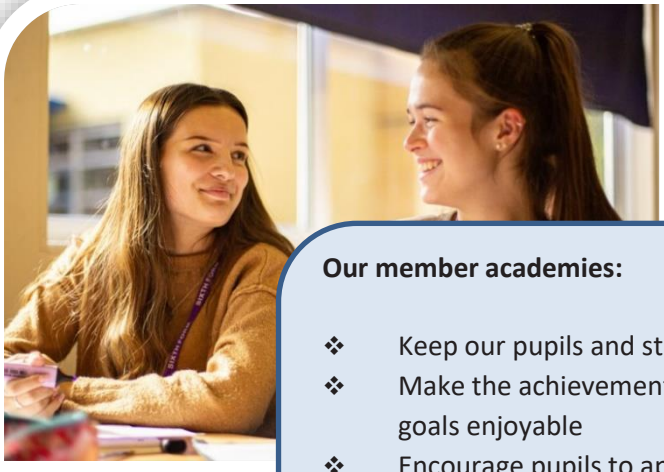
The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others. We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services we can align centres of excellence in our back office, which in turn help create savings that we can direct into the classroom to continually drive up education standards.



Our member academies:

- Keep our pupils and staff safe
- Make the achievement of learning goals enjoyable
- Encourage pupils to appreciate the value of education and the opportunities it can create; and
- Prepare our pupils to be active and valued members of society.



Welcome to Guilsborough Academy

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year our most able pupils achieve very highly; we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. We are an extremely popular choice for parents/carers and we are over subscribed for September 2021. An inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds, and we support pupils with special educational needs. Our aim is to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special learning needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encourage and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

Continuous staff development, supported by a research led focus on Teaching and Learning forms the basis of our professional work. The most recent Teaching and Learning pack may be found here.



Situated in idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. Combined with Naseby Primary Academy, we are part of a tightly knit multi-academy trust. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Director of Careers

37 hours per week, 39 weeks per year

£35,000 FTE, plus a generous contributory pension scheme

Permanent Contract

We are looking for an enthusiastic and highly motivated individual to join our team as Director of Careers, who will be passionate about developing and supporting the needs of the whole child and committed to enabling all pupils to achieve their potential.
The successful candidate will manage and oversee independent careers advice and guidance to our pupils (11-18). We are seeking someone with a passion to make a difference to our pupils.

Visits to the school are warmly welcomed. Please contact our HR department on hr@guilsborough.northants.sch.uk or 01604 740641 to arrange a suitable time.

For further information and to apply, please visit the Guilsborough Multi Academy Trust website.

Closing date: Monday 15th August at 9am

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. *DBS, Reference, Identity, and Medical Checks are mandatory for all posts within Guilsborough Multi-Academy Trust. Our Safeguarding and Child Protection Policy is available* here. We are also committed to meeting the requirements of disability discrimination and other legislation.

www.guilsborough.northants.sch.uk

Job Description

Post Title	Director of Careers
Reports to	Assistant Principal/Vice Principal
Salary grade	£35,000 FTE
Hours	37 hours per week, 39 weeks per year
Contract type	Permanent

MAIN PURPOSES OF THE JOB

- Management and oversight of independent careers advice and guidance for pupils aged 11-18 years
- Ensure the Academy is fully compliant with and meets the Gatsby benchmarks
- Engagement with local and national employers to provide opportunities for students to engage with the world of work
- Leading on the Academy annual careers fair/conference

RESPONSIBILITES OF THE JOB

Key Responsibilies:

- Provide advice and guidance to pupils on career planning to support them to consider the various options available
- Collaborate with PSHE lead, Heads of Department/Directors of Curriculum, the Director of Sixth Form, Form Tutors and the Senior Leadership Team in guiding pupils in their choice of subjects leading to academic qualification, university/college entrance and apprenticeships
- Collaborate with the Head of PSHE regarding the delivery of a planned programme of lessons and activities for careers education as appropriate, including developing employability skills
- Lead the provision of careers across and within the curriculum, working with relevant staff
- Provide support for the Director of Sixth Form in organising and resourcing the Sixth Form Enrichment programme, from arranging outside speakers, trips and activities outside school
- Ensure all students receive appropriate independent careers advice and guidance and understand how to use promote themselves effectively e.g. use of social media
- Build links with business, industry and the professions, and arrange regular input from these areas to provide information on employment and training opportunities (SEMLEP)
- To organise and manage mock interviews. To liaise with the wider community, for example parents, alumni and employers to provide support with mock interviews
- Support the organisation and management of work experience with due regard to legal requirements of H&S and safeguarding
- Lead other careers events including the School Careers Fair, Higher Education days/evenings, Employer Insight days, Higher Education fairs etc
- Oversee the maintenance and development of a high quality Careers and Higher Education Reference Library incl. computer based and internet access to material
- Keep staff and students aware of labour market trends and HE developments including sponsorship and apprenticeships
- Maintain and disseminate Labour Market Information to all stakeholders
- Contribute to the provision of a post A Level and GCSE results service for pupils seeking alternative places in HE, Sixth Form, apprenticeships etc
- Maintain and develop contacts with universities and other FE/HE providers, Education Business Partnership, etc

Other Duties:

- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- Promote and safeguard the welfare of young and vulnerable people.

- To maintain high standards of confidentiality
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adherre to applicable riles, regulation, legislation and procedures including the schools equlity policy and Code of Conduct and national regulations such as Data protection and Health and Safety.

FURTHER INFORMATION

Guilsborough Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an approriate level of Enhanced DBS checl unless internally appointed and already undergone the relevent checks. Any appointment made will be subject to the reciept of two satisfactory references and other pre-employment checks.

In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found here.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Signed ……Postholder

Signed ……Line Manager

Date …….

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Ability, Skills and Personal Qualities	• Approachable • Flexible attitude • Good inter-personal skills • Proficient in taking detailed minutes • Ability to relate to young people • Well organised with the ability to work under pressure and meet deadlines • Able to work on own initiative and as part of a team • Effective communication skills, written and verbal	
Knowledge and Experience	• Experience of dealing with people • Appropriate level of data protection, security and confidentiality awareness • Detailed knowledge of the Gatsby benchmarks	
Education, Qualifications and Training	• Good level of IT and keyboard skills • Sound knowledge of internet usage, emails, Word, PowerPoint, Excel and Publisher.	Digital media skills

Support for our staff

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well being initiatives to support all of our staff and are able to offer:

- **An active staff wellbeing committee**
- **Dedicated and talented staff who are keen to build on our high expectations**
- **Great students who are enthusiastic and motivated.**
  We have a very positive ethos and excellent staff/student relationships
- **A developmental and supportive culture for continued professional development.**
  The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**
  We are based in Guilsborough, Northampton on a large and beautiful site.
- **HR Services on site**
  Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.
- **Eye Tests**
  Visual Display Unit (VDU) users are entitled to a free eye test.
- **Free Flu vaccinations for all staff.**
- **Multi-Gym – due to be completed during the Autumn half-term.**
  All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.
- **Pension Schemes**
  GA offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GA has two pensions schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating**
  Our in-house catering firm Caterlink offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **PTA**
  We have a very active PTA group that all staff can get involved in if they wish.
- **Additional Training Days**
  Additional training day for curriculum development
- **Extended breaks**
- **Library - Book Club**
- **Friday night staff sports club**

Guilsborough first opened its doors over 60 years ago. Our newest building opened in September 2021. We value our strong history and are excited about our bright future.

We look forward to receiving your application and welcoming you to our Guilsborough family.

