



## JOB DESCRIPTION

<b>POSITION</b>	Higher Education and Careers Officer
<b>SALARY</b>	Support Staff Scale – Spine Point 36 - £34,885.46 to Spine Point 42 - £40,224.55 [Actual pay]
<b>START DATE</b>	Preferable 3 <sup>rd</sup> July 2023 or 1 <sup>st</sup> September 2023 [INSET Days 30 <sup>th</sup> and 31 <sup>st</sup> August 2023]
<b>HOURS</b>	37.50 hours per week
<b>FULL TIME EQUIVALENT</b>	41 Weeks + INSET Days per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Higher Education and Careers Manager
<b>RESPONSIBLE FOR</b>	N/A
<b>LOCATION</b>	Mossbourne Community Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, Teachers, Pupils and Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better' because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times 'Good Schools Guide', the 5<sup>th</sup> most oversubscribed school in England and the most oversubscribed school in London. Such recognition is testament to the pride, hard work and dedication of our staff body, pupils and parents.

If you want to be part of the team that is improving the future of our pupils, then read on!

### **The Sixth Form Department**

Established in 2009, the Sixth Form is oversubscribed. In addition to over one hundred Year 11 Mossbourne students who join the Sixth Form, we attract a large number of external candidates who elect to study at Mossbourne because they know they will receive an outstanding education and one which will enable them to achieve their full potential.

The Sixth Form is highly successful, well organised and well resourced. Over 85% of Year 13 leavers take up university courses ranging from medicine to foundation art degrees. Over 65% of students attend universities within the Russell Group, including Oxbridge and the USA.

### **Job Summary**

The Higher Education and Careers Officer will be a key member of the Higher Education and Careers Team. They will enable all students to make appropriate decisions about their futures and support them to secure places on their chosen and best-suited post-16 and post-18 pathways. It will also be their responsibility to champion higher education and careers across the Academy, ensuring that all members of the academy understand and value the role it plays in raising aspirations and achieving successful outcomes.

The successful candidate will ensure students across Mossbourne Community Academy and Mossbourne Sixth Form make well informed choices at times of transition. This includes providing students with appropriate information and resources to inform post 16 and post 18 options. They will work with the Higher Education and Careers Manager to deliver a high-quality CEIAG programme underpinned by the Gatsby Benchmarks. They will maintain and develop partnerships with education and training providers and a range of employers.

The role also includes preparing students for the world of work and their future pathway, contributing to the planning and implementation of the PSHCERSE Programme and delivering a range of enrichment opportunities that promote higher education, apprenticeships and employment.

### **Main Duties & Responsibilities**

Responsibilities include, but are not limited to:

- The implementation of a clear strategy for careers guidance underpinned by the Gatsby Benchmarks
- Liaising and working with careers guidance professionals, employers, local colleges, and other providers to ensure that students are well supported in making decisions about their career pathways
- The organisation of assemblies and visiting speakers to ensure a full understanding of post-16 and post-18 routes available
- Organising and conducting impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions
- To generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan and applications
- Use Unifrog across and the data from it to inform the direction of the careers programme
- Use expert knowledge of labour market information to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them
- Maintain the careers sections of the academy website, the careers library and termly careers newsletters
- To organise relevant and high-quality activities including, but not limited to, activities for National Careers Week and PSHCERSE drop-down days
- To assist with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks
- Delivering targeted intervention for students selecting post 16 – pathways and refer students to specialist services if required to support specific needs of pupils e.g. young people with SEND.
- To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the Higher Education and Careers programme.
- Planning, organising, and running trips in line with the Careers strategy
- Responsible for the tracking, monitoring and quality assurance of all reports on the destinations of student groups to stakeholders including the local authority and SLT
- To track, monitor and report on the aspirations of current students
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- Co-ordinate meaningful and aspirational employer engagements
- Maintain the co-ordination of programmes such as The Scholars Programme and Into University and other meaningful outreach opportunities
- Attend results days to support pupils
- Support the UCAS Cycle
- Co-ordinate Year 12 work experience week
- Support with the Year 12 Wednesday afternoon Enrichment programme
- Develop links with employers who provide apprenticeship and school leaver programmes
- Assisting with delivery of the Higher Education and Employability preparation programme
- Maintain existing partnerships with outreach initiatives
- Keeping abreast of developments in Higher Education and Careers guidance
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

<b>Person Specification</b>				
<b>Essential [E] or Desirable [D]</b>	<b>Requirements</b>	<b>Assessment Criteria</b>		
		<b>Interview</b>	<b>Application form</b>	<b>Task</b>
<b>Experience</b>				
<b>E</b>	Successful administrative experience, ideally in an educational environment		<b>X</b>	
<b>E</b>	Be committed to the Academy's ethos and aim to raise the aspirations and attainment of all learners	<b>X</b>		
<b>E</b>	Be committed to ensuring all students receive appropriate support, advice and guidance in their post-16 pathways	<b>X</b>		
<b>E</b>	Have a thorough knowledge and experience of implementing the government's most recent guidance for (CEIAG) Careers Education Information Advice and Guidance	<b>X</b>		
<b>E</b>	Have the initiative to secure excellent partnerships with external agencies for Mossbourne students	<b>X</b>		<b>X</b>
<b>E</b>	Excellent oral and written English and outstanding communication skills	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Excellent organisational, literacy and numeracy skills	<b>X</b>	<b>X</b>	
<b>E</b>	Ability to work independently and part of a team	<b>X</b>	<b>X</b>	
<b>E</b>	Ability to develop and maintain positive relationships with teachers, support staff, parents and external agencies	<b>X</b>		
<b>Qualifications</b>				
<b>D</b>	Be educated to good degree level or working towards a qualification in CEIAG	<b>X</b>		
<b>IT knowledge</b>				
<b>D</b>	<i>Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point, Access)</i>		<b>X</b>	
<b>D</b>	<i>Ability to swiftly adapt to and utilise new/various systems/software</i>		<b>X</b>	
<b>Behavioural Competencies</b>				
<b>D</b>	Strategic approach, ability to see the 'big picture' and also think 'outside of the box'	<b>X</b>		
<b>E</b>	Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard	<b>X</b>		
<b>D</b>	Must have the upmost integrity as well as high levels of motivation and commitment	<b>X</b>		
<b>E</b>	Proactive approach and efficient time management and prioritisation skills	<b>X</b>		
<b>E</b>	Be self-motivated, demonstrating an ability to work independently and flexibly within Academy structures	<b>X</b>		
<b>E</b>	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	<b>X</b>	<b>X</b>	
<b>E</b>	Have the attributes required to manage an unevenly distributed workload and balance numerous projects simultaneously	<b>X</b>	<b>X</b>	
<b>E</b>	Be fully committed to going the 'extra mile' in support of the Academy's aims and objectives	<b>X</b>	<b>X</b>	
<b>Applicable to all staff</b>				
<b>E</b>	undertake training as required to so in order to fulfil the requirements of the role	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Recognise your role as part of the success of Mossbourne	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	play an active role in terms of Safeguarding all students and adults	<b>X</b>	<b>X</b>	<b>X</b>



MOSSBOURNE  
FEDERATION

## JOB DESCRIPTION

*This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.*