

# JACK HUNT SCHOOL

Hard work Integrity Kindness

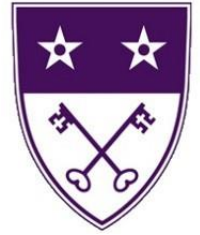


## Candidate Pack



PETERBOROUGH KEYS  
ACADEMIES TRUST

# About the School



## A Welcome from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt School, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHS well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt School is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic House system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behavior and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt School. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt School could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,  
Headteacher

**For more information about this post, or to organise a visit to the school, please contact the HR department at [recruitment@jhs.pkat.co.uk](mailto:recruitment@jhs.pkat.co.uk)**

# About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The PKAT Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

*The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



# Job Information

**Sixth Form Careers Information, Advice and Guidance Co-ordinator**  
**Jack Hunt School**

**Salary:** NJC SCP Grade 6, Point 7-12

**Hours:** 27.5 hours per week, Term Time plus 1 week

**Type of role:** Permanent

**Closing date:** Wednesday 5<sup>th</sup> February 2025

**Start date:** As soon as possible.

## Job Description

### Job Purpose

To provide students in our Sixth Form with first class information, advice and guidance through various activities so that students are able to make well informed decisions about their future pathways Post 16 and 18.

### Main Responsibilities:

- Provide students with the experiences and 'meaningful encounters' to enable the school to meet the criteria of the Gatsby Benchmarks.
- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning opportunities to aid their progression into further learning and work, including Higher Education.
- Support students with the process of applying for UCAS including providing information about Universities and their courses, including access to visits and Open Days.
- Supporting students in constructing excellent UCAS applications.
- Supporting students through the acceptance process and assisting with UCAS Extra and Clearing.
- Preparing students for University.
- Providing information for students on Student Finance.
- Provide students with information on Apprenticeship options including Degree Level Apprenticeships.
- Provide a well organised and cohesive programme of visits from alumni, local and national companies to support student knowledge on opportunities available.
- To coordinate and manage the destination tracking of all Year 11, 12 and 13.
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning.
- Linking with University Outreach opportunities and providing students with a cohesive programme of support through University outreach work. E.g. our links with ARU, the University of Lincoln and the University of Cambridge.
- Provide opportunities for students to apply to University HE Programmes. E.g. HE+, Project Oxbridge, STEM SMART, Sutton Trust Summer Schools.
- Provide support and guidance for students who want to apply to Oxbridge and Medicine Degrees.
- Provide students with information on work experience and internships that will support pathways into certain careers.
- Provide work experience options within our Enhanced Curriculum sessions.
- To support with the transition between Year 11 and Year 12.
- To support the supervision of the Silent Study area in the 6<sup>th</sup> Form.

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

It may be necessary from time to time adapt working hours to suit the needs of the organisation. Any permanent changes to working patterns would be notified.

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

### Qualifications and Training:

#### Essential:

- GCSE grade C/level 4 in English and Mathematics.
- Higher level qualifications such as A Levels/ BTECs/ Vocational.

#### Desirable:

- A relevant degree qualification.
- Level 6 CIAG Qualification or working towards this.

### Knowledge and Understanding:

- Significant experience of providing careers information, advice and guidance in a similar role.
- Awareness of the statutory requirements for Careers Education in schools, including the Gatsby Benchmarks.
- Identifying pathways suitable for individual students.
- Full understanding of child protection and Keeping Children Safe in Education.
- Understanding of safeguarding procedures in schools.
- Understanding of the Secondary education sector and the careers/employability issues facing schools over the coming years.

### Experience:

- Experience of working within a school environment, particularly academically able Post 16 students.
- Knowledge of and experience of working with external agencies and voluntary groups.
- Planning and organising careers events.

## Personal Qualities and Skills:

- Able to communicate effectively orally and in writing.
- Able to work effectively as part of a team.
- Able to form good relationships with students, staff, and parents.
- Able to be well organised and efficient including completing agreed tasks within set timescales.
- Able to use ICT packages and systems.
- A commitment to the aims and values of the school.

## The Sixth Form Vision

The Sixth Form at Jack Hunt is a vibrant and lively place where students are given every opportunity to learn, develop and grow in confidence and maturity, so that when students leave they will be able to move onto their desired next stage with ease. Our aim is to maximise the potential of every student both academically and socially and our results show that in this we are successful. One reason for this is that we constantly review our provision of academic and non-academic courses to ensure they match the demand and wide array of skills and talents that our students bring. This is especially crucial with new courses coming online every year as a result of recent qualifications reform. We also provide our sixth formers with many varied and exciting opportunities for personal and social development with the emphasis being on leadership.

## How to Apply

For more information, and to access our online application form, visit our website at [www.pkat.co.uk/vacancies](http://www.pkat.co.uk/vacancies)

Or, for a short cut, scan the code below:



Please scan these codes to access our Safeguarding Policies:



Safeguarding and Child Protection Policy (Trust)



Recruitment of Ex-Offenders Policy Statement





# Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

## **Our staff benefit from:**

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all PKAT schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

## **Our people vision:**

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

# Safeguarding Statement

Peterborough Keys Academies Trust (PKAT) and Jack Hunt School are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.





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