



Simon Langton Girls' Grammar School

University and Career Education Lead

January 2022

Candidate Information Pack





Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

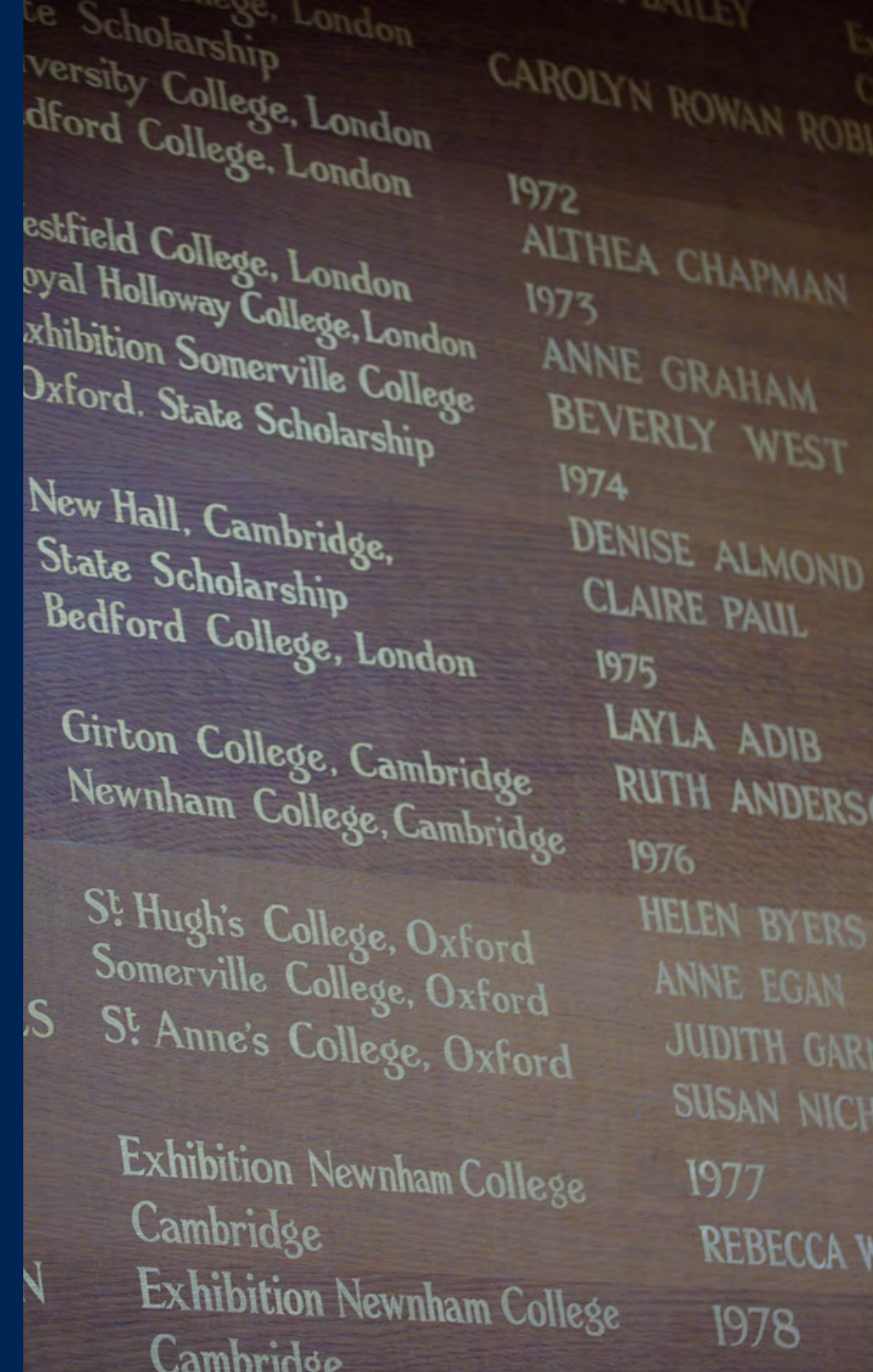
Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Applications are welcomed for the position of University and Career Education Lead.

This exciting opportunity presents the successful candidate with the chance to lead and grow a department that is nationally recognised for its excellence in CEIAG. As one of the first schools in the country to achieve all eight Gatsby Benchmarks and as a long-time holder of Investors in Careers, they will be responsible for the strategic leadership and management of all areas of careers and progression to university and further education, working closely with the Sixth Form and PSHEE teams. They will work in a dynamic and stimulating environment, supporting students to achieve their potential and helping to shape ambitious, confident, independent and creative young people.

The successful candidate will have strong communication, administrative and leadership skills. They will either have Level 6 or higher qualifications in career guidance and development or be prepared to be supported by the school to achieve these. They will have an excellent understanding of the UCAS process and experience of working with students applying for competitive university places and degree apprenticeships, including Oxbridge, Russell Group/top-20, and medicine, dentistry and veterinary sciences.

The potential for expansion of the University and Career Education department, and with it their role, makes this a perfect opportunity for an aspirational individual with the vision and leadership skills to develop exemplary provision.





Job Specification

Job Title: University and Career Education Lead

Job Purpose: To be responsible and accountable for the strategic leadership, development and effective delivery of the school's programme of university and career advice and guidance, working closely with key stakeholders to ensure high standards of teaching, learning and guidance.

Responsible to: Assistant Headteacher

Salary: Commensurate to experience: KR9 for a Level 6 qualified applicant / KR8 if working towards this level

Weeks/Hours of Work: Term time (currently 38 weeks per year) plus equivalent of 10 days during school holidays (to include exams results days, appropriate evening events and any changes to term time working).

Specific Responsibilities:

- Advise senior leaders and governors on policy, strategy and resources for career guidance ensuring they meet statutory requirements and legal compliance as set out in the Gatsby Benchmarks
- Review and evaluate careers guidance for all year groups and provide information for the school improvement plan (SIP), Ofsted and for any other purposes required by the school
- Manage UCAS, under the leadership of the Head of Sixth Form, including supporting teacher references, personal statement clinics, strategy meetings regarding shortlisting, administration and information events such as Student Finance, DSA, Future Evening and the UCAS Predicted Grades Appeals Evening
- Co-ordinate and develop the Sixth Form "Future Pathway" programmes including university, apprenticeship, employment and gap year programmes
- Manage the "Elective Programmes" under the leadership of the Head of Sixth Form including the Oxbridge, Medics, Dentists, Vets (MDV) and US programmes
- Provide up-to-date knowledge of the changing labour market, training and university admissions to stakeholders as required

- Lead the school's commitment to Careers Education Information and Guidance (CEIAG) by leading and managing the assessment process for the Investors in Careers benchmark
- Maintain a comprehensive, up-to-date and accessible provision of careers information, post – 16 and post - 18 materials, ensuring national initiatives are implemented effectively within the school's programme for careers guidance
- Establish and develop links with, and maintain a database of, external agencies, employers, schools, universities parents and alumni to support careers work including mentoring, interview preparation and events
- Ensure students have access to effective work experience placement schemes and implement a programme of activity for work related learning and assess the impact of this on students
- Establish and develop links with local education providers and vocational training providers to assist in providing guidance to students transitioning from the school
- Help to manage the post – 16 options process under the leadership of the Head of Sixth Form and advise students on the transition to our Sixth Form
- Manage tracking and destination data to meet statutory obligations, including NEETs
- Advise and support the delivery of a programme of careers education for all year groups that is distributed through PHSEE, special events, enrichment programmes, visits, trips and assemblies and also within individual departments, lessons and through form time
- Lead and manage events across all Key Stages including: Year 9 Welcome to Work, Year 10 Make it Work, Year 11 Interview Day, Biennial Careers Fairs, University and Study Abroad Fairs, GCSE and A Level Subject Fairs and stands at Open Evenings





- Prepare materials / resources and deliver the school's programme for careers guidance where required
- Organise and deliver ongoing training and support for internal and external stakeholders involved in the careers provision for students
- Attend tutor meetings as required
- Effectively manage an allocated budget, ensuring resources are ordered and allocated as appropriate

General Accountabilities:

- To attend relevant evening events
- To handle all sensitive and confidential matters with discretion
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

Qualifications:

- Be working toward, or have, an accredited qualification in CEG, NQG Level 6

Experience:

- Experience of the UCAS and university admissions process
- Experience of careers education and guidance in an education setting
- Previous experience of working with young people 11 – 19 years of age
- Working as part of a team
- Experience of undertaking a range of administrative duties at a senior level
- Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies

Skills:

- Provides information, advice and guidance
- Works with a high degree of accuracy and attention to detail
- Drafts correspondences and produce documents to a high standard
- Plans, organises and prioritises work efficiently and effectively
- Able to take responsibility for own work without supervision
- Uses own initiative to solve problems and respond proactively to unexpected situations
- Deals calmly, tactfully and effectively with a range of people
- Shows sensitivity and objectivity in dealing with confidential issues



Person Specification



Knowledge:

- Excellent knowledge of the UCAS and university admissions process
- Understanding the implications of a changing education landscape for career guidance
- Understand the requirements of the Gatsby Benchmarks
- Excellent knowledge of the work of the school and school systems and processes
- Awareness of the local job market and opportunities
- Excellent understanding of confidentiality and child protection issues in a school setting

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach - click [HERE](#)
- Applications must be made by midday on Wednesday 26th January 2022
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk