

# Appointment Information Careers Adviser





Dear prospective applicant,

Thank you for expressing an interest in this key vacancy at our college.

Over the last six years we have been on a journey to try and make this school not only one of the best schools for children to attend but also one of the best schools to work in as a member of staff. That is extremely rare and we urge you to come and see us in action, speak to the staff and speak to the students. Every decision that we take is done with a lot of thought and consideration and we put well-being at the centre, so that teachers can teach and students can learn.

The following podcast with the Youth Sport Trust gives you a glimpse of our approach at CHCC

<https://www.buzzsprout.com/273805/9656144>

There is always a tension between well-being and accountability but I do believe that we are getting closer to finding the sweet spot between the two. Although it is not the end of our journey, we have been recognised for the work we do in this area; we have been shortlisted for the well-being school of the year two years running and we have also been shortlisted for the prestigious Pearsons Award for secondary school of the year 2023. I was also fortunate enough to win gold!

These are indeed exciting times to join us and make a difference to the lives of others.

We have a very different approach and we are trying to create a very different culture at CHCC, a culture whereby those in leadership do not hold authority and deserve to be followed; leaders at CHCC have to earn the right to lead and we welcome and appreciate challenge if we do not live up to the standards that are expected of us.

The THIRST values permeate all that we do and are a framework that staff can hold leaders to account for the way that they lead. We have high expectations but we will provide the support, training and resources for you to deliver the best possible education for our students.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

We have removed lesson observations from the appraisal process and linked it to professional development. Currently staff are entitled to 'visits' and entitled to a professional dialogue to improve their practice. That is a risk we have taken but it is aimed at creating a learning community where teachers can teach and learners can learn, without fear.

As a result, we have improved our headline figures year on year and initial analysis places us in the top 20% of schools nationally for progress, although we know that we can still do better.

Our behaviour policy is clear and simple, "First Time Every Time," no quibbles, no arguments just do as we expect. Teachers no longer have to do detentions, chase up absence, attendance or punctuality. These are all done centrally with a highly skilled team that has taken the workload away from teachers.

If you walk the building during lessons, it is as if the school is empty; you will only hear the sound of delivery from teachers through an open door.

A very important part of our mission statement is that our children are ready to take on the world and thrive in the best possible career, this role is central to that as it will help students to unlock their future.

Careers education is primarily taught in the Life Skills curriculum and children receive one to one interviews, to support their journey and their next steps. Our recent NEET figures are 4%, with the majority of our students going on to study 'A' Levels. There is also an increasing number of students considering apprenticeships and 'T' Levels.

Collaborating closely with the Assistant Principal overseeing Personal Development, the appointed individual will make contributions to the design of the school's comprehensive careers strategy. This pivotal role involves spearheading the delivery of our robust career education, information, advice, and guidance program. Tasks encompass conducting personalised career sessions with students, fostering partnerships with colleges, the LEBC, LLEP and local authority Connexions service to guide students toward suitable paths, orchestrating impactful events like careers fairs, National Careers Week, and Apprenticeship Week. At the heart of our ethos lies the value of Aspiration, nurturing each student's potential to excel and aspire for greatness. We eagerly welcome driven and skilled careers leaders poised to embrace this rewarding challenge.

I would also urge you to read our well-being charter that provides you with an understanding of things that we do to just make your job that little bit easier, not tokenistic but just genuine little things that help.

We welcome applications from individuals who may not possess a formal careers qualification but are willing to engage in the Level 6 Diploma in Career Guidance and Development once appointed to the role. While prior experience and qualifications are valued, we recognize the potential for growth and success in individuals who are seeking their next step in a school environment. We believe in providing opportunities for personal and professional advancement, and we encourage applicants who are committed to enhancing their skills and knowledge in the field. Join us, and embark on a journey of growth and fulfilment with our supportive team.

Any applicants completing the qualification once appointed, will be expected to remain in post at Crown Hills once qualified, for a further two years. Should they wish to leave before completing the two years they will be expected to pay the course fees.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 20th May 2024. Please include your cover letter in the supporting statement section.

#### KEY DATES

**Deadline for applications is 9am Monday 20th May 2024**

**Interviews Thursday 23rd May 2024**

Yours sincerely,

Mr F Adam



(Principal)

#### **\*\*Commitment to Safeguarding**

Crown Hills Community College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an online search, an enhanced DBS check and satisfactory references. Online searches will only take place on shortlisted candidates and will be carried out only to identify any matters that might relate directly to the employer's legal duty to meet the safeguarding duties set out in Keeping Children Safe In Education. Shortlisted candidates will be notified of the form the search will take and any information gathered through an online search that gives rise to legitimate areas of concern will be raised with the candidate directly in the interview.

# JOB DESCRIPTION

Job Title: Careers Adviser	11-16 Maintained
College: Crown Hills Community College	Salary: £26,014.98 – £28,023.53
Reports to: Assistant Principal	Grade: 6 Points 15-18
Term: Term time, 37 hours per week 39 weeks per year. (Plus 1 week to be worked during the holidays/supporting afterschool events).	

## JOB PURPOSE SUMMARY:

To provide an impartial point where students can gain advice, guidance and help in understanding various types and options available relating to post school opportunities, careers or further education.

## MAIN DUTIES AND KEY TASKS:

1. To develop and deliver tailored programmes and support for students related to their need and future aspirations, in particular with regard to meeting the careers advice needs of vulnerable and special needs students.
2. To develop, organise and maintain efficient systems that underpin the effectiveness of the service.
3. To develop and foster good relationships with employment, advice and service organisations.
4. To ensure that pupils, their parent/carers and teachers are fully engaged in the process where appropriate.
5. To keep up to date with the latest careers or post-school opportunities thinking, methods, courses and national priorities so that information shared with students and families is current and of the highest quality and conforms to current best practice.
6. To ensure that, when any relevant new legislation, guidelines or best practice is identified, the school's leadership team are advised on any actions or changes required within the school.
7. To organise own workload in a methodical, efficient and logical manner and ensure that the supporting team members are given appropriate tasks and deadlines.
8. To provide relevant management and monitoring information/reports for the school and its leadership team.
9. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

## SUMMARY OF JOB TASKS:

1. Supervises allocated staff and any material and financial resources in respect of the careers and post-school services within the school.
2. Meets with all potential school leavers supporting and advising them through application, interview and testing processes and with any software or internet facilities.
3. Coordinates all aspects job, further education or work experience applications and placements, including leading assemblies and working with teachers in lessons.
4. Co-ordinates and delivers extra-curricular opportunities for students and families relating to careers and post-school choices including careers fairs, projects etc., for students and parents.
5. Runs drop-in sessions for students that meets their needs with regard to careers advice and guidance.
6. Works with & liaises with outside agencies, e.g. for support, employment, further education, etc.
7. Provides and manages an accessible library of career and post-school literature, software tools and internet sites and any other associated resources.
8. Disseminates and shares information with a range of audiences, both internal and external and develops and delivers training to school staff and other schools/partners.
9. Compiles, monitors and provides regular statistical and management information reports.

# PERSON SPECIFICATION

Assessed by:

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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## TRAINING & EDUCATION

1	Literacy and numeracy sufficient to perform the job tasks.	E	✓	
2	Qualification/Formal Training in Careers Advice or similar or equivalent knowledge gained through practical experience. Further/Higher Education/Level 6 – degree level	D	✓	
3	Knowledge of current career based legislation, guidelines, etc. sufficient to give advice to school leadership team, staff, parents/carers and external agencies	D		✓
4	Awareness of careers advice and post-school issues.	D	✓	✓

## EXPERIENCE AND SKILLS

5	Experience of delivering careers advice to young people and their parent/carers including those who are vulnerable or have special needs	D	✓	✓
6	Experience of using Word Processing, Spreadsheet, E-Mail, Internet applications for own and others use and to produce statistical/ progress information reports	E	✓	✓
7	Experience of using careers advice and skills/personal assessment tools/software packages	D	✓	✓
9	Experience of organising work experience placements and/or finding suitable providers	E	✓	✓

## EQUAL OPPORTUNITIES & OTHER SKILLS

10	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice.	E	✓	✓
11	Willing and able to deal with people professionally at all levels and from a variety of backgrounds.	E	✓	✓
12	Able to prioritise own workload and to work unsupervised if necessary.	E	✓	✓
13	Willing and able to keep up-to-date with legislation, guidelines, new/best practice and study or train for further skills and qualifications needed for the role.	E	✓	✓

## OTHER CONDITIONS

14	Must satisfy relevant pre-employment checks.	E	✓	✓
15	Willing and able to travel to other locations within the city/community areas and occasionally further a-field.	E	✓	✓
16	Willing and able to work /occasionally outside normal school hours, e.g. for meetings, conferences, open evenings, exhibitions, etc.	E	✓	✓
17	Willing and able to participate in induction training, staff review process and professional development opportunities.	E	✓	✓
18	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	D	✓	✓