



HASTINGS HIGH SCHOOL

Careers and Aspirations Coordinator Application Pack

Initial Fixed Term 1 year contract – 0.6FTE

Grade 9





HASTINGS HIGH SCHOOL

Care and Excellence for All

August 2021

Careers and Aspirations Coordinator (GRADE 9 – Actual Salary £12638 - £14026)

Careers and Aspirations Coordinator – Initially for a fixed term of 12 months

Thank you for your interest in this new and exciting role. This is a newly created post that will assist in further supporting our outstanding personal development provision within the school. The post is for 21 hours per week, 40 weeks of the year. The working hours each week are to be agreed and there is a degree of flexibility in this so hours can be agreed at interview. The actual salary range is £12638 - £14026 depending on experience and continuous local government service.

Hastings has a highly effective ambitious, engaging and aspirational careers programme that is well supported and resourced. We place high value upon rising all pupils' aspirations and supporting them in personal development. We aim for all pupils to be well informed, aspirational, highly motivated, confident and ambitious students.

As this is a newly created position the exact nature of the role has a degree of flexibility and will be dependent upon the skills and experience of the successful applicant. The role will support the further development and provision of CIEAG within the school. The primary function of the role will be to offer careers guidance, coordinate work experience and other careers related activities for our pupils and to assist in raising aspirations of *all* learners; to further promote our ethos of "*Care & Excellence for All*".

Holding a professional careers guidance qualification, or having the commitment to be working towards a professional careers guidance qualification is essential. Working in close partnership the Careers Leader and pupils, parents and staff you will be instrumental in the further development of our already successful careers programme and be suitably prepared to enhance the careers programme further and assist in its delivery.

There is the potential for additional responsibilities to make the role up to (or closer) to a full time position if that is what any candidate would prefer. Additional responsibilities will be discussed at interview, but these are likely to be based around pastoral support and student mentoring themes.

The school was judged 'Good' with 'Outstanding' features (including Personal Development) at our last Ofsted inspection, but we are not resting on our laurels. We are committed to further improvement to ensure that we provide "*Care and Excellence for All*" and expect to be outstanding at our next inspection. Effective personal development of all stakeholders is central to our core values as a school.

We have a comprehensive induction programme for new staff to help you settle in and provide very high levels of support. We are a school which strives to bring out the best in our staff by investing heavily in staff development and wellbeing. We have included some information about the school with this letter and also the requirements of the post. If you would like to apply, please include a short letter of application (no more than 2 sides of A4 in font size 11) to support your completed application form. Send your completed application to Miss Bradley and Mr Shipman (Co-Headteachers) chead2@hastings.leics.sch.uk.



HASTINGS HIGH SCHOOL

Care and Excellence for All

The closing date is 9am on Monday 23rd August 2021. Shortlisting will take place shortly after this date. If you do not hear from us by 31st August, please assume that you have been unsuccessful on this occasion.

For further details or if you have any careers related questions related to this post, please email gbonser@hastings.leics.sch.uk.

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to an enhanced DBS clearance, agreeing to our E-safety policy, two supportive written references and a pre-employment medical health check.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely

Claire Bradley

Co-Headteachers

Steve Shipman



HASTINGS HIGH SCHOOL

Care and Excellence for All



OUR HASTINGS FAMILY

Hastings High School opened in 1956 and is an oversubscribed, very high achieving community school within Burbage. We have recently expanded to become an 11-16 school and our first ever year 11 took their exams in 2017.

We pride ourselves on our school values, we think they are summed up by the following pupil quotes;

A LEARNING COMMUNITY – “Hastings is an amazing community of pupil’s and teachers who work together in striving for excellence”.

High quality teaching and learning is central to our mission. One of our most valuable assets is our talented and dedicated team of highly qualified teaching and support staff. Our values lead to a highly productive working environment founded upon mutual respect.

We work hard to develop and maintain excellent relationships with the families of our pupils to ensure care and excellence for all.

We are working hard to build relationships with community outside of the school gates in order to give our Hastings family the best possible opportunities.

AMBITION FOR ALL – “Hastings have helped me become ambitious and try harder in lessons. They have helped me to become more motivated and want to do better and succeed”



HASTINGS HIGH SCHOOL

Care and Excellence for All

Our pupils achieve exceptionally high results which are “significantly higher than national averages” (Ofsted) and demonstrate the continuing high standards which are being achieved by all of our children.

Students get opportunities both inside and outside of the classroom. We don't just measure success in grades, the personal progress of all students, is central to what we do as a school.

We work hard to ensure that all of our pupils, when they leave, are set up for the next stage of their education, be that at college, through an apprenticeship or vocational qualifications.

DEVELOPING RESPONSIBILITY – “Hastings High School is education for all. Provides knowledge for all. An amazing school for all”

We teach our students how to both behave and take responsibility for themselves. The behaviour of our pupils is “outstanding” (Ofsted). Visitors to the school and new staff often comment on how polite, hardworking and friendly our pupils are, demonstrating our values in everything that they do.

We have an active student leadership team led by two head pupils, deputies and the student council with representatives across all year groups.

Pupils have the chance to present ideas to improve the school through regular butterfly meetings where they present their idea to the leadership team and then are involved in bringing those ideas to fruition.

AN ENRICHING CURRICULUM – “Hastings an amazing school that has opened up my mind and taught me things that I never knew existed”

Great qualifications are important but Hastings is about much more than that. We have an outstanding curriculum which provides “an extensive extra-curricular programme which ensures that pupils’ experiences are rich and varied.” (Ofsted).

We provide many opportunities for pupils to showcase their talents and try something new. Such as: maths challenge, the Great Debate, STEM competitions and community events.

SELF DEVELOPMENT – “Hastings values have shaped how I have grown as a person”

We promote the traditional values of doing one's best, striving to succeed, the importance of good behaviour and manners and the need to show respect for others. "Relationships between staff and pupils are very positive. Staff are strong role models." (Ofsted).

Our personal development programme revolves around our Hastings CARES award that is delivered through tutor time, scheduled tutor lessons and our 6 Personal Development Days each year. By arranging our personal development curriculum in this way, we have been able to bring in outside experts to enrich the curriculum and our own staff have been able to specialise in their chosen topics.

Topics covered include health & wellbeing, debating skills, current affairs, careers, relationships education, first aid and learning to learn.



HASTINGS HIGH SCHOOL

Care and Excellence for All

CAREERS PROVISION

The Careers programme is currently led and managed by an Assistant Headteacher with responsibility as Careers Leader. The careers programme is taught via a blend of tutor lessons, delivery days and careers is embedded across the school curriculum across all subjects. Next year, careers lessons will be delivered through a dedicated PSHE team in timetabled lessons. The careers programme is highly valued in the school by staff and students alike, and is well resourced and supported.

Hastings is well on track in meeting the Gatsby Careers Benchmarks, and are externally supported by a named Governor, LLEP and an EA. We aspire to achieve a Quality in Careers standard in the near future and the successful candidate would be instrumental attaining this accreditation.

This post would suit a person committed to developing a truly engaging, aspirational and first class CEIAG programme.

The careers programme is tailored to support the needs of every pupil at different stages of their education. We have forged excellent links with many local businesses and external providers, and have excellent links with local FE institutions. Applications for Post 16 study are tracked, monitored and students are supported closely in their applications. We have very few inactive or NEET students Post 16. Our learners thrive when they leave the school regardless of their Post 16 pathway, and the school is held in high regard in the local community.

Every pupil completes a Personal Development Portfolio throughout their time at the school to log and monitor achievements and careers related experiences.

The successful applicant will further develop external links, maintain accurate careers engagement records and coordinate the delivery of the careers programme and related activities with the support of the Career Leader.

In year 10 all pupils complete a self-identified work experience placement in the summer term and the Careers Manager will be responsible for the coordination, implementation, risk assessment and monitoring of the programme with the support of the Careers Leader.

The careers programme is regularly evaluated via COMPASS+ and the views of all key stakeholders are used to develop the careers programme.

Careers guidance is currently offered to all pupils at key transitional points and for students identified as being in need are closely supported.



HASTINGS HIGH SCHOOL



PERSONNEL SPECIFICATION – CAREERS & ASPIRATIONS COORDINATOR

Criteria	Essential	Desirable	Evidence
A Learning Community	<p>Proven ability to develop good relationships with colleagues, pupils & parents.</p> <p>Understand the unique role of a school careers adviser and schools careers frameworks</p> <p>Evidence of commitment to our main aim of providing "Care and Excellence for All".</p> <p>Ability to work as part of a team and independently</p> <p>Ability to promote, articulate and communicate the School's values and a desire to promote the image of the School</p> <p>Commitment to continuing professional development</p>	<p>Experience of working in an educational or academic environment</p> <p>Evidence of effective CIEAG programme delivery in a school or academic environment</p> <p>Ability to promote, articulate and demonstrate outstanding CEIAG provision</p> <p>Experience of leading careers CPD training</p>	Letter / Interview
Ambition For All	<p>Evidence of consistently strong performance in current role.</p> <p>The instilled desire in enabling all young people making confident and well informed careers decisions</p> <p>Detailed knowledge of the statutory requirements and the Gatsby Benchmarks</p> <p>Evidence of commitment to our main aim of providing "Care and Excellence for All".</p> <p>Understanding of LMI</p>	<p>Demonstrable evidence of CEIAG programme coordination and delivery</p> <p>Experience of developing and attainment of a school Quality in Careers Standard or similar</p> <p>Awareness of Leicestershire and national educational initiatives / issues related to careers</p> <p>Understanding of local LMI and employment</p> <p>Evidence of successfully working with young people and their families.</p>	Letter / Interview

	<p>Experience of working with young people</p> <p>Commitment to promoting the welfare of our pupils</p>	<p>Experience in coaching and mentoring students, including those with complex or additional needs</p>	
Developing Responsibility	<p>Ability to coordinate and lead CEIAG programme delivery</p> <p>Good attendance and punctuality record.</p> <p>Evidence of knowledge relating to current child protection procedures.</p> <p>Well-constructed and well-written application, addressing the specific requirements of this post.</p> <p>Ability to work to deadlines.</p> <p>Evidence of working within GDPR regulations</p> <p>Ability to self-motivate and accurately evaluate own performance.</p>	<p>Experience of leading effective CEIAG programme delivery</p> <p>Ability to motivate others and hold people to account</p> <p>Recent experience of coordinating and conducting CEIAG guidance meetings with school students</p>	<p>Letter / Interview</p>

An Enriching Curriculum	<p>Understanding the importance of the extra-curricular dimension of our school.</p> <p>Willingness to contribute to our enrichment programme, including activities week and careers events</p> <p>A passion for improving the life chances and career opportunities for every individual pupil</p> <p>Understanding the importance of STEM promotion</p> <p>Experience of organising large events with an eye for detail</p>	<p>Extra-curricular coordination experience.</p> <p>Be flexible in working hours to support extracurricular and residential activities</p> <p>In depth knowledge of careers education provision and relevant research</p> <p>STEM awareness and experience of developing and promoting of STEM pathways via events etc..</p> <p>Experience of organising educational trips, visits and events e.g. trips to workplaces and/or other events such as careers fairs</p>	<p>Letter / Interview</p>
--------------------------------	---	--	---------------------------

	Values a flexible approach to the hours worked each week, with the ability to respond to varying requirements, prioritise accordingly and work effectively to tight deadlines.	Having an understanding of Enterprise education and associated activities	
Self-Development	<p>Well organised. Experience of MS Outlook, Google Drive or similar. IT literate</p> <p>Recent experience of a schools careers framework</p> <p>Evidence of a sense of humour, enthusiasm and commitment.</p> <p>Commitment to sign and adhere to our E-safety policy</p> <p>Evidence of knowledge of current child protection procedures.</p> <p>A commitment to developing and monitoring strategies</p> <p>A commitment to target setting and monitoring progress towards targets</p> <p>To display the highest level of integrity, trustworthiness and discretion</p>	<p>Confidence in Excel and spreadsheet data analysis and maintenance</p> <p>Level 6 Careers guidance qualification, or the commitment to be working towards this or an equivalent qualification</p> <p>Membership of the CDI professional register</p> <p>Awareness of Leicestershire and national educational initiatives / careers initiatives such as the LLEP</p> <p>Active awareness of relevant Government Careers development strategy</p>	Letter / Interview



HASTINGS HIGH SCHOOL

JOB DESCRIPTION – CAREERS & ASPIRATIONS COORDINATOR

Job Purpose

This post marks an exciting opportunity to develop an outstanding and inspirational careers programme.

- To assist in the delivery and coordination of Hastings' careers programme
- To organise, manage and conduct 1:1 and group student CEIAG meetings, and to record aspirations and interests
- To assist the Careers Leader in identifying and developing careers opportunities with employers, business and external providers with a view to developing further and sustaining student engagement opportunities
- To organise, plan and coordinate careers related events and activities
- To liaise with teaching staff, Heads of Department, SEND and inclusion teams to identify and support students in careers related activities
- To coordinate and manage the delivery of a work experience programme for students and ensuring safeguarding compliancy is maintained
- To assist in and contribute to the development of an outstanding careers programme; to support the award of the Gatsby Careers Benchmarks and the Quality ion Careers standard

Reporting to the appropriate SLT line manager.

Objectives

- To ensure the continued success of Hastings' careers programme
- To assist in Gatsby benchmarks compliancy and further careers provision accreditation
- To coordinate the delivery of effective careers guidance for all pupils
- To develop and promote aspirations of students and work with all key stakeholders to achieve this aim
- To maintain database records relating to careers provision and education
- To manage, coordinate assist in the delivery of Hastings work experience programme.

Principal Responsibility Areas

- A. Careers guidance meetings
- B. Identify and develop engagement opportunities for careers education
- C. To coordinate work experience provision
- D. Assist in the development of the careers curriculum
- E. Support & monitoring of data related to the careers programme
- F. Aspirational Mentoring
- G. Miscellaneous

Key Accountabilities

A. Careers guidance meetings

- A1** To organise and embed careers guidance meetings and systematically record careers meeting outcomes centrally for all pupils
- A2** To promote the importance of CEIAG in raising aspirations via appropriate media and assemblies
- A3** To identify and record the aspirations of students and share outcomes as required with staff, parents/carers and external agencies upon request
- A4** Ensure that careers best careers guidance practice is maintained via CPD
- A5** Attend Leicestershire CIEAG Hub meetings
- A6** Ensure that all learners are on an appropriate pathway for KS4 Options and Post 16 pathways
- A7** Contribute to whole-school development through meetings with your line manager, staff briefings and the school calendar schedule.
- A8** To conduct careers guidance meetings (or be working towards a qualification to enable for the provision of this responsibility)

B. Identify and develop engagement opportunities for careers education

- B1** To work with the Careers Leader and Middle Leaders in identifying employer and other engagement opportunities and facilitating delivery across the school
- B2** Monitor and evaluate participation in careers activities and record individual student records using COMPASS+
- B3** Produce reports on student engagement activity
- B4** Attend internal and external network meetings relating to CIEAG
- B5** Facilitate the organisation and delivery of careers and personal development events

C. To coordinate work experience provision

- C1** To work on the continual development of the work experience programme
- C2** To follow the schools work experience policy
- C2** To conduct (as necessary) and ensure that appropriate risk assessments are in place for all work experience placements
- C3** Ensure that accurate work experience records are maintained at all times
- C4** To work in partnership with staff, parents and employers as required in identifying suitable work experience placements for all pupils
- C5** To promote VWEX (Virtual Work Experience Placements) to students, staff and parents and record participation of VWEX
- C6** Collate work related working data and produce reports.

D. Assist in the development of the careers curriculum

- D1** Participate in decisions regarding implementation and delivery of the careers curriculum
- D2** Establish, maintain, identify and develop appropriate resources for the delivery of the careers curriculum
- D3** Assist in the organisation and delivery of events to support the careers and personal development and character education curriculums
- D4** Work with subject leaders in enhancing careers provision and associated monitoring reports
- D5** To assist in the development and maintenance of the Hastings Careers Website pages
- D6** To ensure that Morrisby profile records are effectively updated and maintained
- D7** To assist and support students aspirations of all abilities, including the most able, vulnerable and those with SEND requirements
- D8** To work in establishing and coordinating FE, HE visits and events for pupils.
- D9** To support National Careers Week programme delivery in the school

E. General responsibilities

- E1** To oversee the general tidiness and condition of furniture and fabric of, and equipment in, the careers section of the school library and of personal working environments
- E2** To carry out the duties placed on employees by the Health and Safety at Work Act 1974.
- E3** To adhere to all policies relating to careers provision within the school

F. Aspirational Mentoring / development

- F1** To attend parental support sessions as required, for example at Post 16 pathway events
- F2** To meet students in a supportive capacity and record meeting outcomes to ensure school engagement and personal targets are being met
- F3** To assist Pastoral Teams in the effective use of students Personal Development Portfolios
- F4** To maintain the “WonderWall” and other infographics / careers related display materials across the school

G. Miscellaneous

These additional responsibilities will be defined after discussion with the successful candidate after or during interview due to the flexible nature of the role.

Please note that these responsibilities are indicative rather than exhaustive.

This job description will be reviewed and amended in consultation with the post holder as operational requirements change over time.