HEAD OF CAREERS
STARTING AUGUST 2018
HEAD OF CAREERS (COMPETITIVE TLR)

Thank you for your interest in this post. It is a permanent contract which begins on August 28th 2018. We pride ourselves on educating the whole child and this role involves leading our careers programme at a whole school level so that our pupils leave school well prepared for employment in adulthood. It is ideal preparation for a future senior leadership role.

Hastings is one of the highest achieving schools in the county. We achieved record GCSE results last year which put us within the top 150 schools at KS4 nationally. Predictions for the current Year 11 suggest that we will achieve even better results this year and better again next year.

This success is down to our positive culture. Our pupils are a delight to teach and staff strive to provide the very best education they can for them. We are a small school where every pupil is well known to us and everyone matters. Our ethos is encapsulated in the slogan “Care and Excellence for All”. Visitors often comment that they can feel these values in action as they tour the school.

We are well on our way to Outstanding. We are already Outstanding for pupil behaviour and for pupil welfare and expect to be fully outstanding at our next inspection. We provide high levels of support and development for staff which includes a comprehensive CPD programme particularly for NQTs and RQTs. If you would like to find out more, please contact the school for a tour. We really enjoy showing prospective members of staff around.

I 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 Anna Murphy (HR) am10@hastings.leics.sch.uk.

The closing date is 3pm on Monday 23rd April. Shortlisting and interviews will take place during the following week.

Should you require any further information about Hastings please visit our website at www.hastings.school or contact our HR administrator, Mrs Anna Murphy, who will endeavour to answer your questions.

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to agreeing to our ICT staff user policy, two supportive written references and an enhanced DBS clearance.

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

Yours sincerely,

Nick Goforth
Headteacher
HASTINGS HIGH SCHOOL
Care and Excellence for All

AN INTRODUCTION

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.

- Our pupils achieve exceptionally strong results at GCSE level, amongst the best in the county. “The proportions of pupils who achieved both a standard pass and a strong pass in English and mathematics was considerably higher than the national average in 2017” (Ofsted, 2017).

- We are a small, friendly school with a caring atmosphere and we work hard to ensure that every child feels valued and respected. “Pupils are very well cared for and individuals’ needs are well met.” (Ofsted, 2017).

- The behaviour of our pupils is exceptional. “The behaviour of pupils is outstanding. Their conduct is excellent, both in lessons and around school. Pupils are polite and welcoming to visitors” (Ofsted, 2017).

- We have a broad and balanced curriculum which includes “an extensive extra-curricular programme which ensures that pupils’ experiences are rich and varied.” (Ofsted 2017).

- Improving teaching and learning is central to our mission to be the best school we can possibly be.

- We invest considerable resources in high quality staff development and have strong links with a local Teaching School.

- Rigorous analysis of progress data and highly effective intervention systems lie at the heart of our mission to ensure that all pupils achieve their potential. “Pupils’ attainment is significantly higher than the national average in most subjects.” (Ofsted, 2017).

- We see ourselves as being at the centre of the local community and have strong links with other local schools. We also strive to maintain excellent relationships with the families of our pupils.

- Over 90% of the pupils from our 3 main feeder schools typically choose to come to us in Year 7 which facilitates the building of very strong links with Key Stage 2.

- 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. “...pupils are proud to be members of the school and all are keen to succeed.” (Ofsted, 2017).

Nick Goforth
Headteacher
# GCSE Results and Predictions

## GCSE Results 2016-17

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>KS2 APS</td>
<td>29.8</td>
</tr>
<tr>
<td>Progress 8</td>
<td>-0.04</td>
</tr>
<tr>
<td>English 5+</td>
<td>73% (national 60%)</td>
</tr>
<tr>
<td>Maths 5+</td>
<td>71% (national 49%)</td>
</tr>
<tr>
<td>EM 4+</td>
<td>83% (national 64%)</td>
</tr>
<tr>
<td>EM 5+</td>
<td>65% (national 40%)</td>
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## GCSE Predictions 2017-18

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<tbody>
<tr>
<td>KS2 APS</td>
<td>28.5</td>
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<tr>
<td>Progress 8</td>
<td>+0.40</td>
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<tr>
<td>English 5+</td>
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<td>Maths 5+</td>
<td>72%</td>
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<tr>
<td>EM 4+</td>
<td>82%</td>
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<tr>
<td>EM 5+</td>
<td>65%</td>
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# Personnel Specification

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>Qualified Teacher Status. Relevant degree.</td>
<td>Post degree study.</td>
<td>Application Form</td>
</tr>
<tr>
<td><strong>Application</strong></td>
<td>Well-constructed and well-presented application, addressing the specific requirements of this post</td>
<td></td>
<td>Letter</td>
</tr>
<tr>
<td><strong>Educational experience</strong></td>
<td>Successful teaching experience at GCSE level. Evidence of successfully leading curriculum change Experience of producing analytical reports for senior leadership on aspects of school performance</td>
<td>Experience of curriculum development at KS4 Experience of developing careers across a key stage</td>
<td>Letter / References</td>
</tr>
<tr>
<td><strong>Professional skills</strong></td>
<td>Well organised. Proven ability to develop good relationships with colleagues, pupils &amp; parents. Evidence of commitment to our main aim of providing &quot;Care and Excellence for All&quot;.</td>
<td>Use of ICT for own administration and record keeping.</td>
<td>Letter / Interview / References</td>
</tr>
<tr>
<td><strong>Leadership &amp; Management Skills</strong></td>
<td>Demonstration of clear leadership of other staff to achieve positive outcomes for pupils. Ability to welcome and respond to change. Understanding of how to monitor and assess school improvement.</td>
<td>Evidence of taking an active role in leading a whole school initiative for KS4 Evidence of good working relationships, including willingness to share ideas.</td>
<td>Letter / References / Interview</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td>Commitment to continuing professional development for self and teams worked in. Awareness of Leicestershire and national educational initiatives / issues.</td>
<td>Use of support networks for subject teachers.</td>
<td>Application Form / Letter / Interview / References</td>
</tr>
<tr>
<td><strong>Personal Qualities</strong></td>
<td>Decisive, well organised and able to meet deadlines. Clear communicator and effective team leader. Ability to self-motivate and accurately evaluate own and others performance. Enthusiastic about learning and committed to the development and learning of children.</td>
<td>Models good behaviour to all – e.g. punctual and well prepared for all meetings.</td>
<td>References / Interview</td>
</tr>
<tr>
<td><strong>Safeguarding</strong></td>
<td>Evidence of knowledge of current child protection procedures. Up to date training. Commitment to promoting the welfare of our pupils.</td>
<td>Evidence of successful pastoral involvement at KS3.</td>
<td>Interview</td>
</tr>
<tr>
<td><strong>Extra-curricular activities</strong></td>
<td>Understanding the importance of the extra-curricular dimension of our school. Willingness to contribute to our enrichment programme, including activities week.</td>
<td>Experience of participating in pupil residential</td>
<td>Letter / Interview</td>
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JOB DESCRIPTION

JOB PURPOSE

Lead and manage careers development across the school.

OBJECTIVES

- To ensure that our pupils leave Hastings well prepared for future employment
- To ensure relevant statutory requirements, guidelines and entitlements are met.
- To ensure that the senior leadership team and Governors have an accurate understanding of the strengths and developments areas of our careers provision

KEY TASKS

1. To continually develop the careers curriculum in the personal development, GCSE options, tutor and enrichment programmes to ensure that pupils leave Hastings well prepared for their ongoing education and future employment
2. To ensure that our careers provision meets, or is working towards, all relevant national guidelines and standards.
3. To lead the annual work experience and mock interview programmes
4. To commission external independent careers guidance for pupils in year 9 and in year 11 where required
5. To oversee applications and lead the organisation of careers courses, open days etc. attended by students
6. To encourage students to make the best use of all the careers opportunities presented to them
7. To promote good links with the parents, former students and the local community to encourage their involvement in providing careers guidance to our pupils
8. To provide relevant professional development for all staff on careers related issues
9. To attend heads of department, senior leadership and Governors meetings to inform staff of the careers curriculum
10. To manage the careers budget and ensure the school benefits from any available external funding
11. To liaise with pastoral or subject staff on individual pupils’ specific career needs when required
12. To work with any appropriate member of staff to help any student who needs care or advice regarding careers issues or applications.
13. To liaise with relevant careers education organisations such as LLEP
14. To undertake regular training on any new developments in careers education and in the local careers market
15. To write the annual careers audit and development plans
16. To meet all relevant safeguarding guidelines for external visitors, trips or visits.
17. To undertake other tasks relevant to the work of the department or the needs of the school, as these may arise.
HASTINGS HIGH SCHOOL
Care and Excellence for All

LOCATION AND CONTACT DETAILS

St Catherine’s Close
Burbage
Leicestershire
LE10 2QE

Telephone 01455 239414
Fax 01455 631629
Email hastings@hastings.leics.sch.uk
Website www.hastings.school