

# Support Staff Applicant Pack

Careers Lead



**Derby**  
CATHEDRAL  
SCHOOL

# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 which also includes the opening of a sixth form provision from September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
*Headteacher*

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

<b>Job title:</b>	Careers Lead
<b>Reports to:</b>	Deputy Headteacher
<b>Hours of work:</b>	Full time – 37 hours per week - Term time only – 39 weeks Monday to Thursday: 08:00 – 16:00 Friday: 08:00 – 15:30
<b>Grade:</b>	SO1 / SO2 Points 23-28 £30,151 to £34,723 FTE (reduced pro-rata for term-time only working to £25,385 to £29,234 pa)
<b>Job purpose:</b>	To work within the school's Pastoral system to provide impartial careers education, information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.
<b>Liaising with:</b>	Deputy Headteacher, and the Senior Leadership Team, SENDCo and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents/carers.

**As per the updated guidance in Keeping Children Safe in Education 2022, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

### Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Job Description

## Main duties/responsibilities

- Provide 'good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes'. (Extract from the DfE Statutory Guidance: Impartial Careers Education March 2010.)
- To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly
- To prioritise 1:1 interventions for vulnerable students (PP, SEND, LAC) in years 8 to 13 inclusive.
- To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money; including signposting within school to key areas of support within the pastoral team.
- To research careers, options pathways and support organisations to meet young people's needs.
- Ensure that opportunities are suitable for a wide variety of people, including pupils with special educational needs and disabilities (SEND), minorities and pupils at risk of not participating in a post-16 pathway.
- To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- To liaise and negotiate with other organisations, with and, on behalf of young people.
- To work with families and carers to access and facilitate the young person's wider support network.
- To prioritise support and guidance for students and parents at key points in the school year; specifically KS4 Options Programme and Evening, Post 16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days Year 11 and Post 16 qualifications.
- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients.
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- Track and monitor all careers work related to the Gatsby Benchmarks ensuring all benchmarks are met.
- To coordinate and manage the destination tracking of all Year 11, 12 and 13 and ensure that documentation related to the September Guarantee, KS5 destinations and post 18 pathways are coordinated and returned to the LA timely.

## Main duties/responsibilities – continued

- Track and monitor any students who may be NEET (not in education, employment or training) and provide additional support.
- To review resources in school used for Careers Lessons and research and develop new packages.
- To support students with the UCAS application processes including organising tailored open days for pupils at universities and colleges.
- Work with the Head of Sixth Form to adequately prepare students for UCAS/ job/training applications including preparation for specific course application requirements e.g. nursing, midwifery, medicine, veterinary medicine.
- To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs.
- To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
- Contribute to designing careers related units of work in the PSHE curriculum, working alongside the Head of PSHE.
- To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes as part of the Pastoral Programme and Enrichment Curriculum.
- To organise and update school's careers library and appropriate career displays
- To support the school's work experience placement programme, and coordinate and manage extended work experience placements.
- To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the Deputy Headteacher.
- Work with local employers to broaden the experience of students and deepen links with local employment and training opportunities.
- To support and be part of all internal and external inspections as required – OFSTED, SIAMS Inspections.
- To review and evaluate the quality of provision of careers education and guidance and provide reports for SLT and Governors.
- Staying up-to-date with relevant CPD and developments in the CEIAG sector.
- Attend and represent the school at local careers education guidance (CEIAG) meetings, coordinating the work of the school and other local schools wherever possible.



# Job Description

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"><li>• Level 4 Diploma in Career Information and Advice</li><li>• Level 6 Diploma in Career Guidance and advice or another relevant degree qualification. Consideration will be given to a candidate currently working towards their Level 6 Diploma</li><li>• High standard of Literacy and Numeracy</li></ul>	<ul style="list-style-type: none"><li>• An Enhanced DBS</li><li>• An up-to-date first aid certificate.</li><li>• Safeguarding Training</li><li>• 5 A* - C GCSEs including Maths and English</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• In Careers Education and Guidance</li><li>• In working with children and young people</li></ul>	<ul style="list-style-type: none"><li>• Experience as a Careers advisor in a secondary school</li><li>• Experience of working with a school MIS</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• A passion for maximizing the career opportunities for every individual pupil.</li><li>• Understand the role of a School Careers Advisor.</li><li>• Be an effective and confident communicator, having a good command of English, both spoken and written, appropriate to a variety of audiences.</li><li>• Ability to work as a team and unsupervised.</li><li>• Ability to communicate the School's FAITH values and a desire to promote image of the School.</li><li>• Ability to work in new and challenging situations.</li><li>• Ability to use current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to Careers</li></ul>	<ul style="list-style-type: none"><li>• Ability to support the extra-curricular life of the school including extra-curricular activities.</li></ul>

## Person specification – continued

	Essential	Desirable
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Be able to advise and motivate very able students as well as those of more modest potential.</li> <li>• A commitment to safeguarding and promoting the welfare of children.</li> <li>• To display the highest levels of integrity and complete trustworthiness and discretion. Be a problem solver, and to be able to reflect upon one's own practice.</li> <li>• Be highly organized with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.</li> <li>• A commitment to continuing professional development.</li> <li>• A commitment to target setting and the monitoring of such progress towards such targets.</li> <li>• A commitment to development planning and development of effective monitoring and evaluating strategies.</li> <li>• Have an excellent punctuality and attendance record.</li> <li>• Be of smart professional appearance.</li> <li>• Display excellent team work skills.</li> <li>• Versatile and self motivated.</li> <li>• Confident and authoritative.</li> <li>• Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events.</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of the importance of confidentiality and data protection.</li> <li>• Conversant with relevant educational issues and developments within the specific field but also in more general areas.</li> <li>• Be involved in the extra-curricular life of the school.</li> </ul>