

Recruitment Information Pack

Careers Coordinator

for the LiFE Multi-Academy Trust
(National Forest Hub)

Ashby School, Ibstock Community College and Ivanhoe College



Paid at Grade 9 (points 19-22)

30 hours per week plus 4 weeks to be worked across the year
to include parents' evenings and results days
£18,198 to £19,757 (£24,801 to £26,925 FTE)*

* Salary range dependent on experience and expertise

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LIFE MAT is the cornerstone of our future success.

Each school is seen as a leader of and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community

Values:

- Ensuring that every student achieves positive, life changing outcomes performance inside school and in the wider world
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond
- The relentless pursuit of excellence by; expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite
- Ensuring that all students and staff feel known, appreciated and supported
- Valuing the diversity and qualities of our staff and students
- Committing whole-heartedly to collaboration within, between and beyond our academies

The LIFE Multi Academy Trust consists of two hubs. Bosworth Academy, Braunstone Frith Primary School, Countesthorpe Academy, Kingsway Primary School, and The Winstanley School in the Leicester Forest Hub. Ashby School, Ivanhoe College, and Ibstock Community College make up the National Forest Hub.



Ibstock Community College
Respect and Pride brings Success

Ivanhoe College 

A Specialist Technology Academy

A Journey to Excellence



Empowered to Learn

Our Offer to staff in the LiFE Multi Academy Trust and our schools
 ‘We believe in getting the right people, getting them to work together and getting them to stay’

Strategy	Description
Putting your trust in our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan	We encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> • providing employees with a safe, healthy and supportive environment • recognising that the health and wellbeing of our employees is important • providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health’.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.

LiFE Multi Academy Trust

Careers Coordinator/Careers Adviser

Job purpose: To lead Careers and Working Experience administration across the MAT

Responsible to: MAT Senior Leader responsible for in School Leader for Careers and Work Experience

Functional relationships:

- MAT Senior Leader responsible for Careers and Work Experience
- Senior Leadership Team in each MAT school – Specifically Careers and Working Experience
- Careers and Working Experience Lead in each school
- Team Leaders and teachers in ‘each school’.
- Departmental Support Assistants in ‘each school’

Grade and Salary: Grade 9 (scale point 19 to 22)

30 hours per week for 42 weeks per year – actual working hours will be agreed in line with school requirements (3 weeks will be worked across the year i.e. parents’ evenings, results days)

The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder. These may vary over a period of time and are not exhaustive.

Main duties & responsibilities

1. To lead Careers Advice and Administration across the Multi Academy Trust

- Providing students with impartial and appropriate 1:1 or small group careers advice and guidance and draw up action plans for students
- Identify and prioritise students who are likely to need more support with Post 16/18 options
- Be available on results day(s) to provide advice for students
- Maintain the database of student destinations
- Ensure students choices are appropriate and ambitious and are aware of the pathway choices that best suit their needs
- Actively engage with parents in order that they are informed and aware of career pathways, including through attendance of parents’ Evenings
- Support the Work Experience application process for A Level and University transition points
- Liaise with Careers leads across the MAT
- Lead on careers related interventions and initiatives for target groups of students

- Help/support run whole school events such as Careers Fairs and Interview Days

2. To lead Work Experience administration across the Multi Academy Trust

- Organise, promote and maintain the WEX process with students, staff and parents
- Liaising with the Work Experience Administrators in each school to ensure that the record of placements is compliant
- Develop links with businesses
- Work with students and tutors to provide guidance on securing appropriate placements

3. To lead Work Related Learning (WRL) across the Multi Academy Trust

- Plan and deliver opportunities for students including careers fair, mock interviews, guest speakers from the world of work and outside events
- Recommend careers services, resources and software to the schools
- Ensure that appropriate careers materials are available in the careers library at all schools
- Provide advice and resources on CV, applications, job hunting and interview techniques

4. General across the MAT

- To activity support the vision, ethos and policies of the MAT and their schools
- To promote and safeguard the welfare of children you come into contact with
- To carry out other duties as are required and as commensurate with the grade of the post

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

Any other duties as reasonably requested by the Executive Head Teacher / CEO and Heads of School.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Personal Specification

	Essential	Desirable
Qualifications	<p>Good General Education at GCSE grade C or equivalent in English and Maths</p> <p>A relevant professional qualification drawn from Careers</p> <p>ICT competent in using databases, spreadsheets and word</p>	<p>Willingness to develop and attend training as necessary</p> <p>A relevant professional qualification drawn from careers at Level 6</p> <p>Recent ICT qualification</p>
Professional knowledge	<p>Demonstrable experience of working in a busy and varied student facing role, ideally in a school</p> <p>Demonstrate effective communication skills with various stakeholders</p> <p>Evidence of ability to analyse data</p> <p>Excellent written communication skills with experience of writing information and guidance resources</p> <p>Demonstrate an understanding of issues affecting careers and post 16 education</p> <p>Demonstrate an understanding of issues linked to confidentiality</p> <p>Able to be totally confidential/discreet</p> <p>Ability to work under pressure, react calmly to confrontation and experience of working to set deadlines</p> <p>Ability to work well within a team</p> <p>Excellent organisational skills and ability to predict need</p> <p>Flexible approach to work with a keen eye for detail</p> <p>Loyal, honest and hardworking</p> <p>Good sense of personal presentation</p>	<p>Experience in careers education and guidance and/or related areas graduate recruitment, training or apprenticeships</p> <p>Work within an education/social care setting</p> <p>Experience in delivering interesting and effective career learning workshops and lectures within a school context</p> <p>Knowledge of national labour market developments and trends</p> <p>Previous work with young people and families</p> <p>Demonstrate a knowledge of Post 16 regulations and careers information</p> <p>Evidence of working to set deadlines, meeting deadlines and ability to prioritise</p> <p>Evidence of working across multi workplaces</p> <p>Evidence of organisational ability</p> <p>Demonstrate an awareness of child protection issues</p>

The Advert

Careers Coordinator / Careers Adviser

We are seeking to appoint a committed and enthusiastic Careers Coordinator/Adviser to lead this area across three secondary schools in North West Leicestershire. The successful candidate will have the desire to ensure that every student achieves positive, life changing outcomes inside school and in the wider world.

Ashby School is a popular 14-19 school, which will be welcoming its first Year 7 cohort in September 2022. Ivanhoe College and Ibstock Community College are both successful 11-14 schools who will be offering an 11-16 education for the first time in September 2022. All our schools are highly regarded and support their communities effectively. We believe our communities deserve nothing less.

Application forms and further details may be obtained from Mrs Jo Measom at the address below or can be downloaded from www.lifemultiacademytrust.org.uk

The closing date for completed applications is 9am on Monday 31st January 2022.

Completed application forms should be returned to jmeasom@lifemultiacademytrust.org.uk

or by post to

F.A.O. Jo Measom
Bosworth Academy,
Leicester Lane,
Desford
LE9 9JL

A letter will be sent to shortlisted candidates with details of the interview process.

“This LiFE Multi Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

We recognize investment in staff is a crucial part of what we do and utilise expertise both within and beyond our own school to ensure that we are constantly striving to provide the best support possible. We offer access to our Trust wide and school based professional development programs so that you can continue to develop your career with us.

We hope that this information, and that contained in this recruitment pack, interests you. If you have any questions, please do not hesitate to contact us.