

The Blue School

Information for Candidates



Details about the school

The Blue School caters for approximately 1500 students aged 11 to 18 drawn from the City of Wells and its surrounding communities. The Blue School is a state maintained, coeducational, fully inclusive Church of England School academy. The successful postholder will be employed by The Blue School. Although as an academy The Blue School is independent, we maintain strong links with Somerset Local Authority as well as partner schools and other representative groups in the county.

The school staff

There are over 250 people employed at The Blue School, within a range of full-time or part-time, permanent, fixed term or casual contracts. Teaching or support, all roles are deemed equally vital for the smooth and effective running of the school.

The school operates two conditions of service, teaching and support. This vacancy is a support post. Although an independent employer, the school continues to closely follow the terms and conditions of Somerset Local Authority and other national agreements, including pay scales. All support staff are automatically enrolled into the Somerset Local Government Pension Scheme (SLGPS) on appointment, (with an opt-out option). An employee's contribution to the SLGPS is enhanced by an additional contribution from The Blue. Other benefits include the payment of sick pay from the first day of absence and the provision of uniform and other protective clothing if/as appropriate to the role. Many of our staff are parents/carers of children attending The Blue or at other local schools and we endeavour to follow family friendly policies for our staff whilst balancing the need to fulfil the role in school.

Covid-19 Secure Precautions

The school has procedures in place to mitigate against the risk of Covid-19 virus transmission amongst staff and students. As with all staff, the postholder will be provided with and be expected to wear appropriate personal protective equipment (PPE) and to undertake ongoing sanitation cleaning of their work area and equipment. However, even with these measures, inevitably given the number of individuals on the school site there is an increased risk of virus transmission. Although we have taken steps to separate staff from suspected Covid-19 symptomatic individuals, please be fully aware that you may at times come into contact with someone who subsequently tests positive for the virus.

POST DETAILS – CAREERS' CO-ORDINATOR

37 hours per week. Actual hours of work 8.30am to 4.30pm Monday to Thursday, 8.30am to 4.00pm on a Friday (excluding 30 minutes lunch break). Some flexibility for attendance at out of hours careers events and meetings.

Term time only, 38 working weeks per year plus 5 in-service days (including the first day in September) and 5 school holiday days (5 school holiday days to be focused around August KS4 & KS5 exam result days). Equates to 46.2025 paid weeks * per year, paid over 12 months. The post holder is not expected to take time off during term-time other than for exceptional circumstances.

Annual salary based on grade 12 starting at point 12, currently £19,656 per annum.

Optional membership of pension scheme 5.8%-6.5% employee deduction (from above gross pay), 20.9% employer contribution (of gross pay and in addition). Further 50/50 option available, 50% employee contribution, 50% final pension benefit.

*Paid weeks worked factor includes holiday pay entitlement, including Bank Holidays.

Sick, maternity, paternity and shared parental leave in accordance with The Blue School's policies.

PURPOSE

The postholder will arrange, facilitate and/or deliver relevant, quality careers advice to all our students in line with statutory guidance and the school careers strategy. The postholder will build relationships with other educational establishments, training agencies, work experience placements and employers to ensure that our students have a fulfilling programme of careers information events, assemblies, updates, lessons and trips. The postholder will also support facilitation of the school's Relationship and Sex Education (RSE) programme. In meeting the school's statutory obligations for RSE, the postholder will help to ensure that students receive quality advice and guidance relevant to their age and wider life experience both in and outside of school.

DUTIES

1. To co-ordinate the delivery of a creative and inspirational Careers programme and organise its delivery across the School.
2. To support the delivery of the school Relationship and Sex Education (RSE) programme.
3. Co-ordinate careers guidance interviews, mock interviews, Apprenticeship Day, Careers Conference, college information talks and all other careers related events.
4. Develop and maintain links with business, health and other community partners (including maintenance of a database of useful contacts) for the delivery of aspects of the careers work experience/mock interview and RSE programmes.
5. To contact and meet local businesses to secure work experience placements
6. To ensure all administrative procedures are completed accurately in terms of recording work experience/employability hours and health and safety
7. To present/organise the delivery of Careers and RSE related assemblies.
8. Liaise with relevant staff regarding Careers and RSE related learning across the school and events associated with it.
9. To review and evaluate the school's Careers and RSE strategies to ensure the school is providing the best provision and complying with all relevant guidelines and government regulations.
10. Ensure evidence is collated across the school to maintain the quality assurance held by the school
11. Support the gathering and reporting of data for the careers activity survey and intended destinations.
12. Update and maintain Careers and RSE information on the school's website.
13. Advertise local and national job vacancies, apprenticeships, college open days and other employment opportunities.
14. To be named person for Careers and therefore being up-to-date with current developments within careers education, information, advice and guidance (CEIAG), and use this to inform school planning.

15. To comply and ensure the compliance with all students' health and safety and safeguarding procedures.
16. To support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures
17. To undertake training and development relevant to the post and in line with the school's priorities.
18. To undertake other duties relevant to the main role and grading of this post as agreed with the Leadership Team of the school following consultation.

Health and Safety

As with all staff at The Blue, the postholder will conduct themselves and undertake their day to day activities in line with the school's health and safety policy and procedures, ensuring due care for themselves and those around them.

Supervision Received

The post holder is line managed by the Assistant Headteacher - Pastoral. However, for significant periods of time the postholder will be expected to work unsupervised, under their own initiative.

Supervision Given

The postholder will not supervise other staff. However, at times the postholder will be expected to co-ordinate the work and act as a central point for Careers Advisors and other volunteers supporting students.

Person Specification

This is an ideal role for a positive, personable and energetic self-starter who is a strong organisational planner. While previous Careers and or RSE related experience is preferred, it is not essential, as for the right candidate, training will be provided.

Skills, experience and qualities required include:

- Evidence of knowledge and experience in Careers Guidance for young people
- Numerate and literate with a good general standard of education (a minimum qualification level equivalent to 5 GCSEs including grade C or above in English and mathematics)
- A good level of IT skills.
- Highly effective communication skills; able to communicate effectively with staff and students at all levels.
- Good organisational and problem solving skills.
- Initiative and the ability to interpret school systems, policy and procedures.
- An interest in working in a school environment and a commitment to supporting and working with young people, comfortable with regular interaction with teenagers of all ages.
- Able to take ownership of tasks and work with minimal supervision
- The ability to prioritise and manage workload in a very busy working environment.
- Ability to communicate clearly and effectively both orally and in writing with parents, children, colleagues and external agencies
- Knowledge of the Further/Higher Education sector and preferably the UCAS application cycle
- Experience of setting up and maintaining records and tracking systems

- Experience of setting up and running events such as seminars or careers events

Safeguarding

The Blue School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. **The offer of this post to the successful applicant will be subject to a satisfactory Enhanced DBS Check and two satisfactory references**, one of whom must be the applicant's current or most recent employer, trainer or education establishment as appropriate.

The application process

If you are interested in applying for this post, please complete the application form fully and accurately and return it with a brief letter outlining why you believe that your experience, interests and skills would make you suitable for the post. If invited, interviews may take place on line or at a socially distanced location at the school, depending on Covid-19 regulations at the time. Invited applicants will be asked to bring/email various pieces of documentation to verify their identity and to comply with the requirements of the Disclosure & Barring Service in ensuring the safeguarding of children.

Closing date for receipt of completed applications: 9.00am Monday 19th April 2021

Please return the completed application form to Miss Julie Biggadike at the school:
The Blue School
Kennion Road
Wells
Somerset BA5 2NR

Telephone: 01749 678799. Fax: 01749 836215. Email:
jobswiththeblue@educ.somerset.gov.uk