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**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**Careers Advisor and Enrichment Lead**

**SO1 £33,366 - £35,235 pro rata**

**Actual salary (£29,565 - £31,221)**

**37 hours per week**

**Term time + 10 days**

**Working pattern to be confirmed (the school operates an early finish on Fridays)**

**Start ASAP**

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**Introduction from the Headteacher**

Thank you for the interest you have shown in the post of Careers Advisor and Enrichment Lead at our school. This is an excellent opportunity to lead and shape our careers provision, working across the full school, including sixth form

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford, the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1905. The school has 1350 students with a thriving and expanding Sixth Form of over 250 students, all taught in a state of the art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we ‘have transformed all aspects of the school.’ This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas, including our Sixth Form. The school underwent an ungraded inspection in April 2024 which saw, for the first time in the school’s history, a second successive Ofsted judgement of being a good school. This is testament to the consistently high quality of education which the school provides for all of our students and is one of the reasons why we remain one of the most popular schools across the city of Leeds with over 900 applications received for 215 Year 7 places for September 2024.

In 2022, the school was selected to be a national Behaviour Hub school. This is a Department for Education programme led by the Governments’ School Behaviour Advisor, Tom Bennett, which identifies schools who have ‘an exemplary behaviour culture’. We are one of only 20 secondary schools out of 4000 who have achieved this prestigious accolade and we are working with other schools across the north of England to improve their behaviour cultures.

In 2023, the school was awarded £4million by the Department for Education to build a new Sixth Form to support the growth in student numbers across Leeds. This exciting new development is scheduled to open in early 2025.

We have a comprehensive House system which runs across all year groups with over 30 diverse competitions across the year for students and one each half term for staff too. House assemblies take place once every three weeks lead by our eight House Leaders. At the end of each academic year, the winning House is awarded our 80-year-old Victor Ludorum Cup.

We are aiming to be a centre of excellence and every indicator we have, we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following quotes are taken from the latest Ofsted report:

* *The school is welcoming, and pupils respect the differences in other people.*
* *Safeguarding is very well led, and pupils feel safe*
* *Pupils get on very well with each other*
* *Teachers have strong subject knowledge*
* *Pupils behave well in lessons and the vast majority focus on their work*
* *The school has developed an ambitious curriculum for pupils*
* *Staff have high expectations of all pupils. The vast majority of pupils rise to these expectations and work hard*
* *Pupils benefit from the curriculum and are well prepared for their next steps*
* *The House system plays a central role in the school and provides a sense of belonging. Pupils who earn House ties for their dedication to House competitions wear them with pride*
* *If bullying happens, pupils are confident that staff will deal with it quick*

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state of the art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the students gaining knowledge and qualifications, although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever changing world. We want their character to develop and grow, and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form, which is rated as good by Ofsted, has grown rapidly in recent years following significant investment and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities, including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and, as a result, there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for

the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff, which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a Foundation Trust school, and our partners include global companies such as M&S and HSBC bank, alongside leading local business and training provider, Appris. These high quality links allow our school to offer excellent careers

opportunities to students across the ability range. As a result, the school has 0% NEETs at Year 11.

We are currently part of the Red Kite Teaching Alliance, which is providing outstanding opportunities and CPD for all of our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular Department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to be part of one of the most exciting and rewarding schools to work in, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school’s HR Team: [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk)) or our website [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

**Mark McKelvie**

**Headteacher**

**Pudsey Grammar School**

**Details of advert**

**Careers Advisor and Enrichment Lead**

**Hours and working pattern: 37 hpw, term time + 10days, actual working pattern to be confirmed (the school operates a flexible early finish on Fridays) – A flexible working pattern (hybrid) may be considered for the right candidate.**

**Grade: SO1, point 23 - 25**

**Salary: £33,366 to £35,235 full time equivalent (Actual £29,565 - £31,221 pro rata**

**Start date: As soon as possible**

We are looking to appoint an experienced and exceptional individual to join our thriving and oversubscribed school to lead our careers provision across the full school, including sixth form.

The role will involve the successful candidate acting as the school’s Careers Leader, taking the lead role in developing careers provision and ensuring that the school meets its statutory requirement.

The successful candidate will develop, co-ordinate and monitor support plans for students identified as encountering significant barriers to success and to securing appropriate progression.

The Careers Advisor and Enrichment Lead will be highly efficient and have exceptional organisational skills, the ability to prioritise between competing workloads with a consistently professional approach to all aspects of the role and the drive and focus for continuous improvement.

Applicants will need to demonstrate:

* Skills to build a productive working relationship with students
* The ability to coordinate and run a number of events and programme.
* Excellent communication skills and ability to engage
* A commitment to:
  + Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)
  + Strong communication, observational and listening skills
  + Excellent organisational
  + The ability to coordinate and run a number of events and programme

**Why work at Pudsey Grammar School?**

* Be part of a rapidly improving school
* Work for an organisation which has staff wellbeing as its core
* Embrace the opportunity to play a key part in the continuing transformation of the school
* Be part of a dynamic and enthusiastic team of staff who are ensuring our students are successful in every way
* Work alongside hub-schools in the Yorkshire and Humber region and University College London, with access to high quality Teaching and Learning training, networking events, CPD
* Belong to a supportive organisation which prides itself on high standards for staff and students
* Work in an award-winning state-of-the-art building

**This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line.**

**We promote diversity and want a workforce that reflects the population of Leeds.**

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.**

**Application Process**

Should you wish to apply for this position, please send the following to [recruitment@pudseygrammar.co.uk](mailto:recruitment@pudseygrammar.co.uk).

* A completed application form. Applications should be made electronically in Word or PDF format
* **Please be aware that we do not accept Curriculum Vitaes**
* In support of your application, you may include a covering letter. This should be in addition to the completed application form.

**Closing date for application – Monday 13th January 2025**

**Successful candidates will be contacted directly with details of the interview.**

**Interview date: TBC**

**Job Description**

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| Post Title: | Careers Advisor and Enrichment Lead |
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| Post Purpose: | To act as the school’s Careers Leader, taking the lead role in developing careers provision and ensuring that the school meets its statutory requirement.  Within the Sixth Form leadership and management team, develop, co-ordinate and monitor support plans for students identified as encountering significant barriers to success and to securing appropriate progression.  To make a significant contribution to building an outstanding learning and development experience for students. |
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| Reporting to: | Assistant Headteacher (Personal Development) |
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| Working time: | 37 hours per week TTO + 10 days  Working pattern to be confirmed (the school operates an early finish on Fridays)  *Some flexible/hybrid working will be considered for this role (in conjunction with the needs of the* school) |
|  |  |
| Salary/Grade: | SO1 £33,366 to £35,235 full time equivalent  (Actual salary £29,565 - £31,221 |
|  |  |
| Main (Core) Duties: | |
|  |  |
| Responsibilities | **Career Related duties (supporting teaching and learning):**   * To provide an inspiring and best practice careers service throughout the school. * Design, develop and lead the implementation of the Career Development Strategy ensuring that the school meets its legal obligations. * Capable of delivering outstanding careers advice whilst facilitating enrichment opportunities to help close cultural capital gaps and raise aspirations. * Ensure good practice by promoting and championing the Career Guidance Policy and procedures. (update when required). * Work with Director of Studies to set the basic schedule of career development activities. * Work with subject staff, leaders, SLT and attendance teams regarding careers and aspirations within their areas/providing a provision for this. * Monitor and maintain records of Career Quality Assurance in line with Ofsted requirements and Careers Quality Award * Promote Career related activities throughout school – e.g. National Careers Week, awareness events and calendared points in the academic year * Liaise with the SENCO in respect to barriers to careers of students identified. Leading on an effective climate for learning in all settings for all students. * Monitoring, recording and communicating leaver destination information. * Conducting individual careers interviews with pupils – monitoring, recording and communicating leaver destination information. (ahead of 16, and thereafter). * Providing options guidance throughout school, including university/course selection. Maintain close relationships with universities, colleges and apprenticeships to support students and utilize their guest speakers. * Providing guidance to pupils on completing application forms, interview technique and presentation skills. * Organising, promoting and coordinating work experience. * Build new links with external employers and sustain and maintain existing employer links. * Developing a network of specialist partners to provide guidance on specific careers. * Suggesting, developing and maintaining effective partnerships with local, national and international businesses. * Assist with recruitment of external employer vacancies and identify suitable candidates for these positions. * Complete parental meetings and contact in all aspects of student related queries. * Organise events and opportunities for disadvantaged students (as well as trips for all). * Lead, manage and develop all aspects of career related activities in school such as career fairs, external speakers, career interviews etc. * Attend trust partners meetings and implement career strategy as and when necessary. * Be a Middle/Senior Leader for the Career Leadership programme by Teach First. * Act as a representative of the school at Careers Network meetings * To support teachers and subject leaders on delivering subject specific careers information and bringing in guest speakers and representatives from other organisations * To be involved in the delivery of elements of the PSHE curriculum   **Supporting achievement and progress:**   * Organise guest speakers to help promote and enable the progression of KS3, KS4 and Post 16 pupils. * Work closely with trust partners and external stake holders to ensure that no KS4 or Post 16 students are NEET. * Organise guest speakers for PSHE Day for KS3, KS4 and Post 16. * Complete careers interviews for all students before the age of 16 and another career interview for during sixth form * Designing and implementing the careers Policy * Support organisation of work experience for Year 10, 11, 12 & 13. Identify suitable employers by networking and contacting them directly. Ensure risk assessments are in place and students are aware of risk assessment and provide them with relevant documentation. Complete placement visits and obtain feedback from students and employers * To encourage students to take up leadership opportunities such as Student Council, Ambassadors, House Leaders, Mentors etc   **Sixth Form Specific:**   * To work with students to lead on the apprenticeship application process * To mentor Post 16 students at risk of NEET   **Networking/employer links:**   * Identify new local employers and work directly with them in promotion of part time/full time vacancies/apprenticeship or traineeship opportunities * Identify suitable employers to support with events at schools * Work closely with Russell Group University/Colleges/Apprenticeship provider to identify guest speakers for the school. * Organise events and opportunities for disadvantage pupils * Organising trips for students |
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| Relationships | * The postholder will be required to work flexibly to deliver an efficient Service. * There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers |
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| Safeguarding | * To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies) * To work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary * To promote the safeguarding of all students in the school. |
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| Physical Conditions | * The post is based at Pudsey Grammar School. * The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request * This post is subject to an enhanced Disclosure and Barring Service check. * The school operates a non-smoking policy. |
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| Prospects | Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder. |
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| Training | The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |
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| Any Special Conditions of Service: No smoking policy | |
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| This job description is to assist staff joining Pudsey Grammar School to understand and appreciate the work content of their post and the role they are to play in the organisation.  Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.  Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.  *All new appointments of support staff are made subject to the satisfactory completion of a six-month probationary period.* |
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| **Statement:**  **This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line. The employee may be subject to rechecking as required from time to time.**  **All appointments are subject to satisfactory references.**  Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school’s services.  We promote diversity and want a workforce which reflects the population of Leeds.  Dated: December 2024 |

**Person Specification**

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|  | Essential |
| Experience | * High ability to achieve results and meet deadlines * Extensive experience of successfully working with young people aged 11-19 years of age * Extensive experience in careers advice * Extensive experience of dealing with other agencies to secure and build a strong network of contacts * Excellent time management skills * Excellent organisation and communication skills |
| Qualifications/Training | * High standards of numeracy and literacy (minimum GCSE equivalent in English and Maths at grade C or above) * Educated to degree level or equivalent higher level qualification * Level 6 qualification in Careers & Development or able to demonstrate equivalent through extensive experience * Willingness to undertake appropriate training to the job * Proven record of commitment to managing and directing own CPD |
| Knowledge/Skills | * Ability to develop appropriate and effective working relationships with a wide range of people * Proven ability to lead and manage others * Ability to reflect critically, and respond to, performance and feedback * A high level of emotional intelligence and self-awareness * Excellent organisational skills with strong administrative, IT and reporting skills * Ability to research information and communicate it clearly, both verbally and in writing * An understanding of the key quality indicators within a careers and guidance service * Experience of working with young people in an education/careers guidance environment * Ability to think creatively and solve problems as they arise * Willingness to keep up-to-date with changing statutory requirements in relation to careers and work experience * Ability to assess the school’s provision against statutory benchmarks and devise action plans to ensure full compliance, working to deadlines * Effectively use social media and emerging technologies * Effectively use a wide range of ICT packages |
| Personal Qualities | * An interest in the education of young people and a passion for driving the careers agenda within school and the wider community * A willingness to make a positive contribution to the wider life of the school * A calm disposition, combined with the ability to cope with demanding situations that may arise * Ability to work without close supervision and to use initiative * Confidence in dealing with outside agencies and ability to organise events (e.g. careers fair) * Care and attention to detail and a methodical approach * Resilience and a ‘can do’ attitude * Ability to consistently work to a high, professional level * Personal resilience |
| Additional Requirements | * To be flexible in order to meet the demanding nature of this role * Be willing to work outside of normal hours as/when required |

**School Location and Travel Information**

### Pudsey Grammar School

Mount Pleasant Road

Pudsey

Leeds

LS28 7ND

### Tel: 0113 2558277

### [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

Instagram/Twitter/Facebook - @PudseyGS

