



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Sir William Borlase's Grammar School, a member of Marlow Education Trust, is a selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school is heavily oversubscribed, having an excellent academic record, placing well on a variety of national league tables. Standards of attainment are well above average. The school also has a justifiably high reputation for its outstanding Sixth Form and the very impressive performance of its school sports teams, performing arts and for its extremely strong and vibrant STEM extra-curricular activities.

Careers Lead

Part Time

Required as soon as possible

Salary Range 2 £19,467 - £21,879 Full Time Equivalent - depending on experience

Term Time Only (38 weeks per year) plus 2 weeks in August for GCSE and A Level results

22 hours per week (3 days per week)

We are looking for a highly-organised and enthusiastic individual with a keen interest in supporting young people in preparing for life after A Levels. The School's aim is to inspire, empower and prepare young people for their futures. The post requires someone who can manage events, booking speakers and guests from our comprehensive list of contacts - alumni, parents and liaise effectively with local network groups, students and teachers involved.

Although having worked in education is not essential, experience with SIMS or school or higher educational background would be desirable. Other related skills and experience might be recruitment/HR.

For further details and application form please go to
www.swbgs.com
and click on Job Vacancies
or email asummerfield@swbgs.com for more information

Applications submitted via email should be sent to asummerfield@swbgs.com

Closing date for applications is 9am on Tuesday 17th March 2020

From September 2020, the children of staff with 2 or more years' service will be given priority in the oversubscription criteria in the admissions policy.

The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following guidance on Safer Recruitment and Selection in Schools.

Overview of role

The Careers Lead oversees the organisation of opportunities for students across the Key Stages to consider pathways beyond Borlase. They work with our partners at the Careers and Enterprise Company and the Bucks Skills Hub and report to a member of the school's Senior Leadership Team. The Careers Lead takes responsibility for monitoring the school's progress towards achieving the 8 Gatsby Benchmarks. They direct students to our Careers Advisory Service as needed.

The role is fully supported by a member of the Senior Leadership Team. This is an exciting role to further develop provision for careers coaching, university preparation, and supporting our students plan for their futures. Our students are proactive and engaged in thinking about their next steps and we have well-developed relationships with local and national businesses and organisations. We are committed to ensuring that all our young people receive rich and inspiring opportunities to support their thinking about future employment aspirations. Our careers education programme starts in Year 7 and aims to help students improve their understanding of the working environment and acquire key employability skills. There are a variety of structured activities to guide their planning as they grow through the school.

The school is very proud of the wide range of events organised to support students in understanding opportunities for the future including our two day Masterclass programme, Futures Days and our University Information days for the Sixth Form and a range of internal and external events at Key Stage 3 and Key Stage 4.

Responsibilities

- Ensuring that statutory requirements for CEIAG (Careers Education, Information, Advice and Guidance) are met along with Gatsby Benchmark requirements
- Manage Careers with Team around Careers which included Senior Leadership Team/ teachers/Heads of Key stages & Learning support staff
- Manage relationship with CEC (Careers and Enterprise Company) and Enterprise Advisor
- Manage relationship with Adviza, Unifrog, Morrisby- and research potential future suppliers
- Collate and identify Student Information, Guidance and Opportunities across the Key Stages
- Distribute Employer Information and Communication
- Distribute Parental Information and Communication re Careers
- Specific input for organisation of Careers events
- Organise a range of established Sixth Form Futures events including Masterclasses, Futures Day, UCAS information, EPQ events, recruitment and induction
- Support in Sixth Form administration related to paths beyond Borlase
- Contribute to supporting Sixth Form independent study.
- Some evening work for occasional careers events will be required

Duties

- Assist students to create action plans for employment education and training to support them achieving their future goals including identifying any skills and experience gaps
- Interview students on a one-to one or group basis
- Research careers options for students
- Advise students to source relevant training courses or qualifications and if funding would be available
- Provide advice on CV building, applications, job searches and interview and assessment techniques
- Use computer aided guidance packages, skills assessment tools and career planners to support students

Person Specification

Essential	Desirable
Genuine interest in working with young people to research their career and higher education aspirations	Careers Advisor experience
Strong communication and listening skills	Level 6 Diploma in Career Information and Advice
Strong interpersonal skills with the ability to motivate and build rapport with people	Willingness to train to Level 6 Diploma in Career Information and Advice
The ability to organise events on a large scale	SIMS knowledge
Strong IT skills including, word, excel, power point and other database systems	Experience of the higher education sector
The ability to work individually or as part of a wider team	
The ability to solve problems and work under pressure	
Committed to equal opportunities and social inclusion of all students	
The ability to network and create opportunities	