



THE STONEHENGE SCHOOL



Careers Coordinator (Apprenticeship route possible) Application pack

The Stonehenge School
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WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a rapidly expanding roll we have had a state-of-the-art extension providing 23 additional classrooms, and a brand new performing arts block to replace our older, original accommodation. We are now in a position where the facilities are some of the best in Wiltshire and ensure that we are able to provide the very best education for the pupils that we serve.

Applications for entry into Year 7 have been over-subscribed in each of the last three years, and we are ever closer to reaching our full capacity of 1120 pupils.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



PERSONALISED PROVISION

Our pedagogical approach is centered around the 'Cornerstones' of our teaching and learning approach, with assessment built around a 'milestone' structure. All of which is based around research-driven approaches that ensure effective progress whilst also maintaining sustainable workloads for staff.

Striving for excellence, exceeding expectation.

At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council and the House system.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, as well as exclusive use of the 22 acre playing field on Holders Lane. We run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and older students may take part in the annual ski trip to Europe. There are regular Geography field trips and the Languages department arrange annual visits to France or Germany, as well as an extensive and growing list of residential trips across the curriculum.

The latest Ofsted inspection took place in September 2022 and concluded that... "The Stonehenge School continues to be a good school" and that "pupils like coming to school". They explored the "clear vision (that we have) for the school's next steps" and the "broad curriculum that (is) in place for every pupil".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,

Carole Dean

Our Approach to Careers

The Stonehenge school is fully committed to providing all our students with a comprehensive programme of careers education, information, advice and guidance (CEIAG) as well as work-related learning. Starting in year 7, we ensure that by the time our students leave us, that they are ready and prepared for the future. All our students should have had experiences, opportunities and information to help them make informed decisions relating to further education and employability.

We believe that this is a whole school commitment which involves input from all school staff, former students, the business community and employers as well as a whole range of education providers – colleges, 6th Forms, universities and training providers. Our Careers programme is in line with the Government’s statutory careers strategy (Gatsby Benchmarks) and is reviewed and updated through feedback, evaluation and completion of the Compass Audit tool.

The work of the careers team is underpinned by PSHE, which is taught as a discrete subject at the Stonehenge School, and through the strand of “Living in the Wider World” students are able to make connections between the theory and practice of careers education.

Beyond our careers programme, each of our students has an entitlement to a one to one careers interview with the Careers Advisor. Priority for interviews is given to those students who are PP, SEND or in danger of becoming NEET. This gives these students the opportunity to discuss their future plans and gain advice about how they can achieve their goals.

In summary, we recognise the importance of good quality careers education and understand the role it plays in supporting our mission statement:

“Our mission at The Stonehenge School is to provide the environment, tools and support to empower pupils to think big, regardless of self-perceptions and remove any barriers to achievement. Pupils are provided with diverse opportunities to achieve a good depth and breadth of knowledge and skills. We create good citizens who thrive and flourish in the 21st Century, ready to contribute to the global society”

Careers Coordinator (Apprenticeship route possible)

Required from 15th April 2024 (After Easter holidays)

37 hours per week;

9.00am – 5.00pm Mon – Thurs

9.00 am - 4.30pm -Friday

Term time only job to include TD days plus one week

to be agreed during school holiday time.

Grade H points 15 – 17, £23,707 - £29,946 (actual salary)

Due to the expansion of our school, as well as the retirement of the current post holder, we are seeking to appoint a Careers Coordinator to carry on and further develop the careers education programme at The Stonehenge School

The successful candidate will either be a Level 6 trained career guidance professional, or be willing to work towards this qualification. The role will be supported by dedicated admin personnel.

This is a new and exciting opportunity to expand the excellent provision we already have in place. If you have a can-do approach and a passion for raising the expectations and achievement of students, then you are encouraged to apply.

A strong commitment to inclusion and equality is essential to the post. This is a non-teaching role. Please see the job specification for further requirements.

A comprehensive training programme will be provided to support and develop the successful candidate, with the current postholder remaining in post until the end of year to ensure a smooth transition and support the new postholder with the role. If you have previous experience of working with young people where you have guided and supported life choices but do not have a careers qualification, an apprenticeship route is available for the right candidate. Informal visits to the school are welcome.

Please apply via a letter outlining your skills applicable to the role and reasons for applying, and an application form. Application form and further details are available from the school website and should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW.

Email: harkerd@stonehenge.wilts.sch.uk

Website: www.stonehenge.wilts.sch.uk

JOB DESCRIPTION

Responsible to:

Deputy Headteacher

Salary: Grade H 15-17

Contract type: Permanent

Responsible for: Careers Education Programme for years 7-11

The Stonehenge School is a Wiltshire Council mixed comprehensive school for students aged 11-16

JOB PURPOSE:

Ensure impartial high-quality careers advice and guidance by:

- Providing professional career guidance including personal 1-1 guidance interviews
- Supporting the Careers Leader in ensuring that The Stonehenge School continues to meet the Gatsby benchmarks
- Supporting the Careers Leader to further develop the Careers Education programme in the school
- Supporting the Progress Leaders and tutors in guiding students with post-16 options
- To produce and analyse data on destinations for outgoing Y11s and use this data to inform planning of the career's guidance programme.

MAIN TASKS

- Conduct student focused, impartial and personal career guidance meetings with pupils to support students make informed, realistic, and adaptable career decisions
- Work with individual vulnerable students as requested by Heads of Key Stage
- Generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions.
- Prioritise 1:1 intervention for vulnerable pupils (PP, SEN, LAC) in Years 7 to 11.
- Organise events, activities and visits promoting careers such as Post 16 Options, Higher Education, Apprenticeships, Interview Preparation Day, Mock Interview Day and Careers Fairs.
- Prioritise advice and support for pupils and parents at key points in the school year, e.g. Parents' Evenings and Year 11 results day.
- Organise and administer the school's work experience programme.

OTHER DUTIES

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

SUPERVISION AND MANAGEMENT

The job holder will have no line management responsibilities

DECISION MAKING

The job holder will need to prioritise 1 to 1 sessions according to need. Furthermore, they will need to decide which elements of the careers programme will need to be delivered to which target group at each point of the year.

CREATIVITY AND INNOVATION

The job holder will be required:

- Communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career guidance programme.
- Develop strong professional relationships with a wide network of employers, both regionally and nationally that can support the school.
- Involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.

KEY CONTACTS

Key contacts will include:

- Senior Leadership Team, especially the Deputy Headteacher.
- Teaching staff
- The SENCo
- Pastoral team

KNOWLEDGE AND SKILLS

The post holder will need to:

- Have an understanding of working within a school/education and have worked with/supported a range of children.
- Reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice.
- Keep up to date with developments in the sector.
- Excellent communication skills.
- Work as part of a team with the enthusiasm and initiative to be independent.

WORKING ENVIRONMENT

The postholder will be provided with an office and a budget to support the work of the careers provision.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required

All appointments are subject to satisfactory references, DBS and health checks.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Grade C (4) or above in English and Maths 	<ul style="list-style-type: none"> Level 6 qualified Careers Guidance qualification. Eligible to be on the CDI professional register
Experience	<ul style="list-style-type: none"> Experience of working with young people aged 11-16 	<ul style="list-style-type: none"> Experience working in a career guidance role
Behaviours, skills and abilities	<ul style="list-style-type: none"> Be up to date with safeguarding and confidentiality practices for working with young people, including vulnerable learners Good communication and team working skills Ability to work under pressure and to tight timescales Ability to use IT systems including databases and Microsoft Office products. High levels of honesty and integrity, confidence and self- motivation. Ability to communicate fluently in accurate spoken and written English. 	
Other	<ul style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. Must be committed to safeguarding the welfare of children. 	