



# Careers Leader Candidate Information

September 2024



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Inspiring lives  
through learning



## Welcome to Bournside

**People are at the heart of Bournside.** Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Karen Hanley, Deputy Headteacher via email – [kjh@bournside.gloucs.sch.uk](mailto:kjh@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. ***The deadline for applications is 9:00am on Monday 3<sup>rd</sup> June 2024. Early application is recommended as we reserve the right to appoint before the closing date.***

I look forward to receiving your application to join us in **inspiring lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELTENHAM BOURNSIDE SCHOOL

## Careers Leader

**Start date:** September 2024

**Salary:** K32-40 (actual pro rata salary £35,406 –£42,672)

**Contract:** Permanent, 39 weeks (term time, all INSET days) plus 5 days in the summer holiday during the GCSE and A level result periods.

A fantastic opportunity has arisen to work at Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



**Applications by:  
9am Monday  
3rd June 2024**

We are looking to appoint a Careers Leader to lead the careers provision with the school.

Ideally the successful candidate will be qualified to provide Independent Advice and Guidance to our young people by holding the relevant qualification – IAG Level 6 Diploma in Career Guidance and Development. However, for a suitable candidate we will provide and fund training to achieve this qualification.

The successful candidate will be line managed by the Deputy Headteacher (Responsive Curriculum) and will be responsible for line managing our Careers Administrator.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

*We reserve the right to interview and appoint prior to the closing date.*

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

Warden Hill Road, Cheltenham, GL51 3EF | [recruitment@bournside.gloucs.sch.uk](mailto:recruitment@bournside.gloucs.sch.uk) |



## Job Description

### Careers Leader

**Post title:** Careers Leader

**Responsible to:** Deputy Headteacher (Responsive Curriculum)

**Hours per week:** 37 hours per week

**Working days and hours:** Mon-Thurs 8:30 – 4:30pm. Friday 8:30-4:00pm

**Working Weeks:** 39 weeks plus 5 days in the summer holiday period

**Contract Type:** Permanent

**Salary:** .K32-40 actual pro rata salary £35,406-£42,672 (FTE £40,221 - £48,475)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

To plan and implement a strategy for developing a high-quality careers programme for the school that aims to meet all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

### Specific responsibilities

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary as the role evolves, and as more guidance is published by the Department for Education.

Specific duties which are relevant to this post are detailed below:

### Leadership

- Lead a high quality, stable careers programme that reflects in high numbers of students progressing to positive destinations.
- Lead on the oversight of student destination data, cohort checks and the September Guarantee.
- Prepare and implement a careers guidance development plan
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes
- Report on guidance to senior leaders and governors
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website
- Ensure compliance with all government requirements



## Management

- Plan the programme of activity in careers guidance
- Monitor the delivery of careers guidance across the eight Gatsby Benchmarks and fulfil provider access legislation.
- Oversee the work of, and line manage the Careers Administrator

## Coordination

- Ensure that information on the careers website is accurate and up to date
- Work with the senior leadership team and staff to deliver the school's careers programme
- Manage the provision of career and labour market information
- Communicate with pupils and parents via the school bulletin, sixth form briefing notes and termly newsletter
- Lead the organisation of-and maintain oversight of work experience across the school.
- Establish and develop links with employers and providers of work experience and/or workplace visits
- Establish and develop links with employers, FE colleges, apprenticeship providers and Technical colleges and higher education institutions.

## Other Responsibilities

- Provide personal independent careers advice and guidance for students in Years 7 -13.
- Identify and prioritise students for guidance based on vulnerable groups, NEET and transition panel data.
- Attend Transition Panels when required.
- Plan, deliver and evaluate enterprise and careers events across all key stages.
- Work with the Head of Education for Life (KS3-4) and the sixth form team to plan schemes of work for careers education across all key stages.
- Deliver sessions to sixth form students on careers and post 18 steps as part of the School's Education for Life programme.
- Work with the lead teacher for Foundation Learning to support students on this pathway in accessing relevant work experience and progression to further education, employment or training.
- Attend EHCP annual reviews as requested by the SENCO to provide advice and guidance regarding EHCP plans and future steps into further education, employment or training.
- Monitor the teaching and learning of careers education and plan opportunities to link curriculum learning to Careers Education, Information Advice and Guidance (CEIAG).
- Attend Head of Department Meetings (when requested to) to advise and lead on Careers related work.
- Support tutors in providing initial information and advice to students.
- Manage the provision of careers resources in the Careers and HE Hub of the school, including comprehensive and accurate records to support the career and enterprise development of students.
- Complete the Compass+ returns.
- Liaise with the allocated Enterprise Co-ordinator and Enterprise Advisor.
- Liaise with key members of staff to identify and refer students who may require specialised guidance from specialised careers advisers.
- Establish and develop links with employers, FE colleges, apprenticeship providers and universities.



# CHELTENHAM BOURNSIDE SCHOOL

- Plan and deliver opportunities for every student to learn from career and labour market information and encounter employers and employees.
- Manage links with the Gloucestershire Careers Hub and other external organisations.
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects when available

## Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Careers Leader

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> <li>Post 16 qualifications e.g. A Levels</li> <li>Degree, 2:2 or above</li> </ul>	<ul style="list-style-type: none"> <li>IAG Level 6 qualification</li> </ul>
Experience, understanding and knowledge	<ul style="list-style-type: none"> <li>Experience in working in a secondary school or education environment in a careers role</li> <li>Understanding of child protection/safeguarding</li> <li>Ability to lead and manage others</li> <li>Ability to work constructively as part of a team</li> <li>Ability to lead and manage others</li> <li>Ability to competently use Microsoft office packages to include Word and Excel</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Excellent communication skills, oral and written and appropriate to the intended audience</li> <li>Maintenance of confidentiality when appropriate e.g. handling of personal data</li> <li>Self-motivated and high levels of personal drive</li> <li>Ability to motivate and inspire others</li> <li>Demonstrates dynamism and creativity in solving problems</li> <li>Able to prioritise tasks effectively and efficiently and meet deadlines</li> <li>Attention to detail and high levels of accuracy.</li> <li>Friendly and approachable manner</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.





## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Salary sacrifice electric car leasing scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



# We are...

## AMBITIOUS

We aim for the very best in all we do

## CURIOUS

We have enquiring minds and are not afraid of challenge

## PROUD

We celebrate everyone's effort and achievements

## PURPOSEFUL

We persevere to achieve our goals and aspirations

## RESPECTFUL

We care about each other and believe in equality and kindness

## SUPPORTIVE

We make a positive difference to each other's lives



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