



# Assistant Careers Leader Candidate Information

June 2021



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

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, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 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. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a 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 sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

I recommend you contact Karen Heppleston, Careers Leader ([kah@bournside.gloucs.sch.uk](mailto:kah@bournside.gloucs.sch.uk)) before making your application. 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 9am on Monday 12<sup>th</sup> July .

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

**Steve Jefferies**  
Headteacher



## Assistant Careers Leader

**Start date:** From 1 September 2021 or as soon as possible thereafter

**Salary:** G18-20, £24,982 (£22,192 pro rata)

**Contract:** Permanent and full time: 37.5 hours per week – 40 weeks per year (term-time plus 1 week)

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), 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.



Empowering lives through learning

**Applications by:  
9am on 12<sup>th</sup> July 2021**

We are looking to appoint an Assistant Careers Leader to support our Careers Leader in providing high quality independent careers advice and guidance for our students. The role will combine small group work, 1:1 sessions and organising careers events alongside providing the administrative support for all Careers related activities.

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.





## Job Description

### Assistant Careers Leader

**Post title:** Assistant Careers Leader

**Responsible to:** Careers Leader

**Hours per week:** 37.5 hours per week

**Working Weeks:** 40 weeks per year

**Contract Type:** Permanent

**Salary:** G18-20, £24,982 (£22,192 pro rata)

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 support the planning and delivery of careers advice and guidance and work experience within the school
- To support the planning of careers events and activities within the school
- To provide administrative support to the careers function within the school

#### Specific responsibilities

##### Advice and Guidance

- To conduct and provide support for the independent careers advice and guidance student meetings including maintaining appropriate records and provide accurate and up to date information and action plans for each student.
- Support students in constructing action plans for employment, education and training
- Support the Careers Leader in the preparation, paperwork and arranging of work experience opportunities for students across the school
- Work closely with the Careers Leader and contribute to the delivery of CEIAG programme within the school

##### Events

- Assist the Careers Leader in the planning, delivery and evaluation of enterprise and careers events across all key stages

##### Administration

- Manage the provision of careers resources in the Careers area within the school
- Record all career activities on appropriate systems e.g. Unifrog and Careerpilot
- Provide administrative support for:
  - Careers and Enterprise events
  - Work Experience – being the first point of contact for students, parents and employers
  - Careers related trips and visits
  - Advertising careers events and producing the Careers newsletter
- Undertake administrative duties such as answering telephone calls and responding to careers related enquiries
- Undertake administrative jobs such as IT based tasks, photocopying and filing

### **Other**

- Support the collation of evidence towards the 8 Gatsby benchmarks
- Create, develop, work with and build relationships with employers, FE establishments, training providers, universities and other establishments
- Work with tutors and teachers supporting students with careers

### **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

### Assistant Careers Leader

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

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant educational qualifications at school/college/university</li> <li>Level 6 Diploma in Careers Advice and Guidance (but we will be happy to hear from anyone who holds the NVQ Level 4 in Careers Advice and Guidance as full training to Level 6 will be provided).</li> </ul>	<ul style="list-style-type: none"> <li>Health and Safety Risk Assessment qualification</li> </ul>
<b>Experience, understanding, and knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrable careers related experience</li> <li>Solid grasp of the Gatsby benchmarks</li> <li>Competent user of Microsoft Office packages including Word, Excel, and PowerPoint</li> <li>Experience of delivering CEIAG</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> <li>Understanding of child protection and safeguarding</li> <li>Experience of working with FE, universities and employers</li> <li>Understanding of careers software e.g. Unifrog and Careerpilot</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Excellent oral communicator with effective interpersonal skills</li> <li>Strong written communication skills with the ability to develop concise and grammatically accurate communications that are appropriate for the intended audience</li> <li>Ability to produce high-quality visual content across a range of mediums</li> <li>Self-motivated with high levels of personal drive</li> <li>Team player with a positive 'can do' attitude</li> <li>Ability to prioritise tasks effectively and efficiently to meet deadlines</li> <li>Resilient and able to accept constructive feedback to further improve performance</li> <li>Strong attention to detail and high levels of accuracy</li> <li>Ability to handle confidential information sensitively</li> <li>Willingness to take on new challenges, demonstrating innovation, curiosity, and initiative to suggest new ideas or ways of working</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. HR Manager, Rachael Hargreaves oversees the provision for new staff, including your induction, to support you in understanding and coping with 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 full day of training provides information about the aspects of Bournside school life which will be needed as soon as your 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, peer observations, personal planning and development time, 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 fitness suite
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- 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 is open between 7:30am and 4:30pm 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, paternity, parental, and adoption leave
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

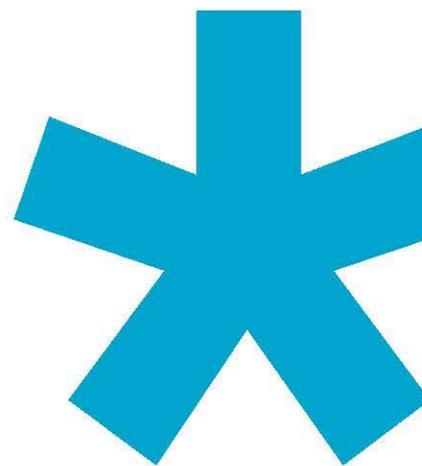
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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