



# Maidstone Grammar School *for Girls*



## Aspiration & Careers Leader

Full-time 37 hours per week term time plus 2 weeks

(This includes annually specific dates in relation to A level and GCSE results during each August.)

Required from November/December 2022

8am-4.00pm Monday - Thursday and Friday 8am-3.30pm

Kent Scheme Salaries 8: £26,598 - £30,333 per annum pro rata full-time  
(Equating to £23,779 - £27,118 per annum)









# About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. The Department for Education measures the progress students make over KS3 and KS4 with a Progress 8 score. Our results always place us 'well above average' and currently in the top 2% of schools in the country. Our curriculum is underpinned by our Advanced Thinking School, status with the Cognitive Education Centre of the University of Exeter.

*"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



# Our Results

## A Level Exam Results 2022

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise

We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

Summer 2022 has seen:

168 students sat a total of 470 A level examinations

44% of all grades were A\* or A, with 12 students achieving complete sets of A\* grades

75% A\* – B grades

92% achieved A\*- C grades

A quarter of the cohort have gained places at Russell Group universities with 3 students gaining Oxbridge places, including 2 to study Medicine.

## GCSE Exam Results 2022

We are very proud of all the achievements of our talented students, especially their outstanding GCSE results.

Summer 2022 saw our Year 11 students achieve some fantastic results, which was a result of their hard work and resilience over the last two years. It has been a challenging time for all. Our Year 11 students demonstrated their commitment to their education, as well as in managing challenges that others before them have not had to face.

We are extremely pleased to be celebrating the fantastic achievements of our Year 11 students. Our students have risen to the increased challenge of the GCSE specifications and have been very successful. We are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form.

Summer 2022 has seen:

171 students sat a total of 1791 GCSE examinations

56% of grades achieved were 9-7

80% of grades achieved were 9-6

93% of grades achieved were 9-5

# The Team & Our Facilities

The Aspiration & Careers Leader works closely with our Pastoral Team supporting students in each year group. The Sixth Form Team and the Aspiration & Careers Leader work closely together in supporting our Year 13 students progress to their destinations beyond school.



## The Post

Full-time 37 hours per week term time plus 2 weeks

(This includes annually specific dates in relation to A level and GCSE results during each August.)

Required from November/December 2022

8am-4.00pm Monday - Thursday and Friday 8am-3.30pm

Kent Scheme Salaries 8: £26,598 - £30,333 per annum pro rata full-time

(Equating to £23,779 - £27,118 per annum)

We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. The post could suit a recently qualified graduate or someone with previous experience in secondary or higher education, careers information, or personnel. The core purpose of the post is to provide a thorough, personalised careers service throughout MGGS, providing engaging advice, guidance and support to students including on post-16 choice university degree opportunities and degree apprenticeships. Careers Education, Information, Advice and Guidance (CEIAG) as part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.

The postholder is required to work for 40 weeks per year. The postholder will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

## Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

## Staff Benefits

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby

mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

- Kent Reward System
- Cycle 2 Work Scheme
- Health Care Plan\*
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee

\*Available to permanent employees only.

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Support staff references where indicated will be taken up prior to interview.

## Important Dates

\*Closing date for applications: 8am on Monday, 17th October 2022

Interview date: Thursday, 20th October 2022

\* Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

# Job Description

<b>POST TITLE</b>	Careers & Higher Education Co-ordinator
<b>GRADE/WEEKS PER YEAR/HOURS/FTE</b>	Kent Scheme 8 37 hours per week Monday to Thursday 8am-4pm Friday 8am-3.30pm Term time plus 2 weeks per annum (This includes annually specific dates in relation to A level and GCSE results during each August.)
<b>DATE</b>	October 2022
<b>RESPONSIBLE TO</b>	Headteacher
<b>REPORTING TO</b>	A member of the Leadership Team

## Core Purpose:

To provide Careers Education, Information, Advice and Guidance (CEIAG) as part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.

## The postholder will be responsible for:

- Taking overall responsibility for the production, organisation, implementation and delivery of all aspects of careers work and the school's CEIAG programme
- Managing the agreed budget for careers
- Monitoring and responding to national developments in CEIAG in line with statutory requirements
- Maintaining the school's Investors in Careers (Stage 3) Award

## The post holder will be expected to:

### Leadership:

- Keep the Leadership Team appropriately informed of careers related issues, including the regular production of reports
- Lead the work of colleagues in relation to careers issues, for example those who deliver careers lessons via the Focus day programme and supporting form tutors at key transition stages
- Liaise with and support the sixth form leadership team and Heads of Study in relation to careers issues
- Manage the work of support staff in relation to the administration of work experience and work shadowing
- Liaise effectively with parents and outside agencies such as CXK, EBP Kent, Higher Education bodies, and represent the school at local CEIAG events
- Develop and lead new initiatives in relation to careers within the school as appropriate with a particular emphasis on a creative and innovative approach
- Contribute to the School Development Plan, and create and implement the CEIAG annual programme

### Management:

- Manage and organise the careers resources, including maintaining the careers library
- Create and maintain clear documentation
- Promote and represent careers at open days and evenings, parents' evenings and options evenings
- Assist in the management of university applications with members of the sixth form leadership team as appropriate
- Organise work related learning and take overall responsibility for work experience and work shadowing health & safety arrangements



- Evaluate CEAIG provision using evaluations to initiate and manage change where standards could be raised
- Record, collect and forward student information and destination statistics to Right Step, to fulfil the Department of Education September Guarantee statistics
- Identify and invite speakers from industry/colleges/universities to deliver careers talks.
- Work with local universities to increase widening participation,
- Produce guidance material, eg. newsletters, careers blogs, facebook page, for students/parents/staff.
- Work alongside the Gifted & Talented Coordinator to support career progression

### **Teaching and Learning, Assessment and Monitoring:**

- Design, develop and assist in the delivery of an appropriate and high quality careers curriculum, including a programme of careers events
- Lead careers events in school where appropriate
- Be responsible for good practice of careers teaching, using observation to enhance quality
- Act as a source of expert help on careers for colleagues and students, including catering for identified sub-groups such as SEN, Pupil Premium, Gifted and Talented students
- Deliver lessons and assemblies on careers issues where appropriate
- Conduct individual careers interviews with students as appropriate, for example with all Y9 students in relation to GCSE choices and Y11 students in relation to post 16 courses
- Mentor students where appropriate
- Use whole school assessment data to target careers advice for individual students
- Track student destinations and publish details
- Be available to cover lessons on an occasional basis if needs require

### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

### **In addition:**

- Keep abreast of the latest technology and processes and make recommendations where appropriate
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and headteacher
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school
- Support and contribute to the School's responsibility for safeguarding students
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- To be available to cover lessons on an ad hoc basis as required
- To be available to attend school trips on an ad hoc basis as required
- Fulfil any other tasks reasonable requested by the line manager and headteacher

### **Staff & Others Line Managed by the Post Holder:**

#### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people



# Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Essential characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Graduate or equivalent</li><li>• Specific training in aspects of CEIAG</li><li>• Honours degree</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with individuals and large groups of students</li><li>• Supportive approach to others, and an ability to relate well and motivate colleagues and students</li><li>• Being creative and innovative</li><li>• Capacity for hard work and high expectations of self and students</li><li>• Ability to lead a team, and to work well within teams</li><li>• Ability to make difficult decisions</li><li>• A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work</li><li>• Generosity of spirit</li><li>• Willingness to contribute to extra-curricular activities</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Strong communication skills- verbal and written</li><li>• Good ICT skills</li><li>• Thorough knowledge of careers opportunities for young people</li><li>• A working knowledge of the UK higher education system</li><li>• Ability to address the needs of individuals, particularly in identifying and addressing potential</li><li>• Strong organisational skills</li><li>• A knowledge of the UCAS application process</li><li>• A knowledge of current educational developments, particularly relating to CEIAG</li><li>• A knowledge of Google Apps for Education</li></ul>
<b>Experience and training</b>	<ul style="list-style-type: none"><li>• Willingness to undertake appropriate training and professional development</li><li>• Experience of working with students or in personnel</li><li>• Willingness to take part in professional development</li><li>• Some experience of a secondary school context</li></ul>

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website

<https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education 2022](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity

relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.  
This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*