



**Westlands  
Secondary School**

**Careers Leader  
INFORMATION**



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## Westlands Secondary School

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school.

However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school. Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education). If you would like to find out more about our school, our curriculum and our facilities, please visit our website ([www.westlands.org.uk](http://www.westlands.org.uk)).

Please do not hesitate to contact us if you any questions or would like to know more about the role.

Yours faithfully,

Christina Honess  
Headteacher

Simon Cox  
Executive Headteacher

# JOB DESCRIPTION



**Job Title:** Careers Leader  
**Salary:** SAT 6  
**Responsible to:** Deputy Headteacher

## Details:

- Having responsibility for the Careers Education and Guidance of students including writing, organising and monitoring Careers Education.
- Compilation of progression statistics and gathering data for reports.
- Responsibility for Careers talks and interviews in all Key Stages.
- Liaise closely with academic staff to ensure each student in the Higher Education cohort is matching entry requirements with predicted grades.
- Direct students towards the relevant level of Higher Education study: from Higher National Certificate for those who will need more support, to Russell Group for those who should be aspiring to academic challenge as well as apprenticeships and degree apprenticeships.
- To lead on the UCAS school administration staff training to ensure academic references are of a high standard to support university applications.
- To work with the SEN department securing places for Post 16 progression.
- Form working relationships with the local Higher Education institutions to provide our students with a comprehensive range of university taster days, visits and summer schools.
- Form links with other Higher Education institutions, nationally, to help deliver relevant Higher Education preparation for specialist subjects.
- Provide Higher Education Information, Advice and Guidance to parents via Information evenings, presentations, 1:1 and group meetings and being present at relevant parents' evenings.
- Through Continuing Professional Development, ensuring up to date knowledge of Higher Education information and current issues surrounding higher education.
- Meet with parents who for a range of reasons are not supporting their child's Higher Education aspirations.
- Help students and parents sort out complicated student finance situations
- Deal with issues surrounding UK residency that may impact on Higher Education progression
- Provide on-going support to students during their first year at university, to help reduce the risk of drop-out.
- Guide students through meaningful Gap Years.
- Oversee and process all applications through Kent Choices4U, including sending letters of offer/rejection/ interviews and other administration tasks.
- Ensure all curriculum details for all P16 courses are current and correct on Kent Choices4U.
- Support students in their key stage 5 application process.
- Offer Information, Advice and Guidance at key events throughout the year, such as results days, recruitment evening, parents evening and options evenings.
- Provide information to students regarding Apprenticeship and employment opportunities.
- Refer students to external agencies who are at risk of becoming NEET (Not in Education, Employment or Training).
- Provide on-going Information, Advice and Guidance for ex-students.
- Support students in CV writing and "work ready skills" and personal statements. To help coordinate work experience.
- To coordinate the whole school careers fair and mock interview days.
- To support apprenticeship applications at both Key Stage 4 and 5.
- Linking careers with the curriculum by planning subject events.

The duties/ responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
<b>Qualifications and Training</b>	A good general standard of education, with level 2 qualifications in English and Maths equivalent to GCSE grade C or above.	E
	To be willing to work towards level 6 Diploma in Career Guidance and Development	E
	Level 6 Diploma in Career Guidance and Development	D
<b>Experience</b>	Experience of working in a busy environment, such as a school.	E
	Experience of working with young people.	E
	To have experience of some elements of the job description.	E
	Experience of working in school preferably with KS 3 or above, or in other child related roles.	D
<b>Knowledge and Skills</b>	Excellent communication skills, both written and verbal. Ability to communicate effectively with a range of stakeholders, including students.	E
	To be able to relate to and empathise with 11-18 year olds.	E
	Firm, but fair and consistent approach in managing pupils.	E
	IT literate with a working knowledge of Microsoft Word, Excel, Google Docs and Sheets.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	To have knowledge of the destination opportunities available to students aged 16-18.	D
	To have an understanding of how to build links with external agencies and the local community, with regard to students.	D
An understanding of the specific needs of students who are more vulnerable or challenging.	D	
<b>Personal Qualities</b>	The ability to work effectively and supportively as a member of the school team as well as under own initiative.	E
	Able to demonstrate a friendly disposition, whilst maintaining a professional approach.	E
	Confident, flexible and resilient.	E

# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust – Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Ellen Apps  
Westlands Secondary School  
Westlands Avenue  
Sittingbourne  
Kent  
ME10 1PF

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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SITTINGBOURNE, KENT  
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