



Appointment of
**Post 16 Support Worker/11-18 Careers
Adviser**
October 2021

INFORMATION FOR POTENTIAL APPLICANTS



Letter from Chair of Governors

Dear potential applicant

Thank you for your interest in the position of Post 16 Support Worker/11-18 Careers Adviser at Kingsmeadow School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and the gap between the achievement of Pupil Premium students (who make up about half of the school population) and others is narrowing year on year.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities at first hand.

Yours sincerely,

Sarah Diggle
Chair of Governors



April 2021

Dear Candidate

Post 16 Support Worker/11-18 Careers Adviser

Thank you for your interest in the above post at Kingsmeadow School.

I am delighted to present Kingsmeadow to you as a great school with many unique and outstanding features. Our most recent OFSTED report acknowledged the excellent work we are doing in raising academic standards. We are looking to appoint a Support Worker who has the drive to be part of a developing team. This is a unique opportunity.

The successful candidate will therefore:

- Not be put off by failure and possess relentless energy
- Have high expectations of students, and of self as a positive role model
- Be a team player
- Have a sense of humour

If you require any further information prior to making an application, please contact my PA Audrey Rodaway at arodaway@kingsmeadow.org.uk or on 0191 4606004 ext 222.

Internal visits are by appointment only as COVID restrictions apply.

I look forward to receiving your application. Further information about our school can be found on our website.

With kind regards.

Yours faithfully

D Volpe
Headteacher



THE POST: Post 16 Support Worker/11-18 Careers Adviser

PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete an application form, giving the names and addresses of two referees (references will be taken-up prior to interview) together with a short covering letter.

The application form and safeguarding documentation, which also must be completed can be found on the school's website under Staff Vacancies. Candidates are kindly requested not to submit a CV instead of the application form.

Completed applications should be emailed to Mrs A Rodaway, PA to Head Teacher arodaway@kingsmeadow.org.uk and should arrive no later than Noon, Monday 18th October 2021.

Interviews will take place on Friday 22nd October 2021. Regretfully if you have not heard from us by this time you must assume that your application has been unsuccessful on this occasion, in which case the Governors and I would like to thank you for your time and your interest in the school.



ABOUT KINGSMEADOW SCHOOL

“The school is a calm and harmonious community.”

In the summer of 2019 we were visited by OFSTED who awarded the school an OFSTED Grade of Good.

The report emphasised the support for staff and the training available to enable excellence in the classroom. “Teaching has improved and continues to improve as a result of high quality training.”

We pride ourselves on setting the highest academic standards for all our students. We are an inclusive, caring, disciplined and happy school that provides a safe, secure and innovative learning environment for all who learn and work here.

At Kingsmeadow students enjoy first class facilities to help them learn, develop and achieve and the school has made a strong and sustained improvement in recent years. We believe that the success enjoyed by our students is down to our staff and the high quality of teaching and learning.

We have an exciting Post 16 provision. This enables our successful Sixth Form students to continue their studies at universities, colleges and apprenticeships, following their time at Kingsmeadow.

Our flexible ICT solutions include wireless technology and broadband in every room as well as Google Chromebooks available in every department. This will ensure that our students have unprecedented access to ICT in school, ensuring that our students are given the best possible opportunity to succeed.

Our modern building inspires students to be forward thinking as they prepare for their future in the 21st Century and we are equipped with state of the art facilities in every department. We have excellent partnerships with our link primary schools and meet regularly as a School Improvement Cluster.

The REAL Curriculum is an integral part of our students’ academic and social experience at Kingsmeadow and is the vehicle for the delivery of our 6 key character traits.

We are committed to ensuring our students adopt a healthy lifestyle and our PE and Sport Department ensures our students participate fully in physical activities and have the opportunity perform and achieve at a regional and national level.

I recommend Kingsmeadow to you and if you would like to see more of our school a short video can also be found on our Website.

DOMENIC VOLPE
HEADTEACHER

DEPARTMENT INFORMATION

At Kingsmeadow Sixth Form, we offer a broad range of A Level subjects and some vocational subjects. We encourage the students from as early as year 8 to think about the subjects they wish to undertake at GCSE and potentially progress onto post-16. The students are given guidance throughout their GCSEs to ensure they make the right choice to suit their interest, ability, and future career plans. We are proud of the 100% pass rate of which 67% achieved A*-B. All students in recent years have achieved their first choice university place.

Rob Hood
Head of Sixth Form

Kingsmeadow School aims to equip the students with skills to face the challenges of the world beyond school and to make them aware of the part they can play in the wider community. The school's CIAG programme runs from year 7 through to year 13 and exists to prepare students for choices, changes and transitions affecting their future education, training and employment. The Careers, Information, Advice and Guidance programme is concerned with preparation for adult life and with the acquisition of knowledge and the development of skills, which have relevance for the future whilst raising aspirations for all of our students.

Graeme Dunlop CIAG Coordinator



LEADERSHIP STRUCTURE

Headteacher

Mr D. Volpe

Deputy Headteacher

Mrs M. Barrett

Business Manager

Mrs M. Webb

Assistant Headteachers

Mrs Claire Richardson

Mr R. Mills

Mrs M. Langley

Miss A. Douglas

Job Profile

| | | |
|--|------------------------------------|----------------------------------|
| Post 16 Support Worker/11-18 Careers Adviser | Line Managed by Head of Sixth Form | Department - Sixth Form |
| Salary Grade | Hours | Line Management Responsibilities |
| G-H * (permanent role) Starting salary dependent on experience | 37 - TTO (Term Time only) | No |
| <p>This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment, depending on experience and in consultation with the post holder.</p> | | |
| Main Purpose | | |
| <p>Role Specific Responsibility</p> <ul style="list-style-type: none"> • Supporting whole-school careers information, advice and guidance for all students of Kingsmeadow Community School. • Giving pastoral care, student support and advice to students in Kingsmeadow Community School Sixth Form. <p>Ensuring that all students of Kingsmeadow Community School have the information and guidance they need to choose the right pathway for them following compulsory education. Then supporting the students who choose to stay at Kingsmeadow Community School throughout their KS5 experience, helping to remove barriers for learning in order for them to achieve the best possible outcomes and transition to their next level of education, training or employment.</p> | | |

Specific Duties and Responsibilities

- Pastoral support for sixth form students. Reacting to and resolving student concerns in order to remove barriers to learning where practicable, or referring to the necessary support
- Maintain effective communication with parents/carers of the students within the sixth form. Keep all staff involved up-to-date with necessary information
- Monitor attendance of sixth form students, offering support to students and families in liaison with the school attendance officer
- Support the sixth form tutor programme
- Attend relevant school events pertaining to Kingsmeadow sixth form
- Support the head of sixth form and the school careers lead with relevant administrative tasks
- Use the relevant IT platforms (eg: Unifrog) to track the progress of careers information and guidance for students at Kingsmeadow Community School
- Liaise with relevant organisations such as universities, other academic institutions, employers, apprenticeship providers
- Coordinate the organisation of external events such as careers fairs and university visits for Kingsmeadow Community School students
- Offer independent careers advice through one-to-one meetings with students from year 10 upwards
- Offer support to sixth form students in completing UCAS applications
- Support students in the arranging, coordination and completion of work experience
- Keep up-to-date with local labour market trends and information

Efficient and effective deployment of resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration supporting the schools Financial Administrator

Other Duties

- Maintain the distinctive ethos of the school and the sixth form, play a full part in the school community
- Maintain a high attendance and punctuality record.
- Ensure the school's policies with respect to equal opportunities are adhered to.
- Ensure professional knowledge in all aspects of safeguarding is up-to-date
- Undertake any other duty which the Head deems appropriate or necessary that are commensurate with the post.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

Post Holder..... Date.....

Line manager..... Date.....

*** Please Note - Salary amounts quoted are from the 1 September to 31 August and therefore if you commence employment part way through the academic year they are subject to an equated salary adjustment.**

Post 16 Support Worker/11-18 Careers Adviser

AF – Application Form

SP – Selection Process

Ref – Reference

| Specification | Essential/Desirable | Method of Assessment |
|---|---------------------|----------------------|
| QUALIFICATIONS & TRAINING | | |
| • Relevant Qualifications or training towards them | Essential | AF |
| • Evidence of continuing professional development | Desirable | AF |
| PROFESSIONAL EXPERIENCE | | |
| • Working within a careers environment | Desirable | AF, SP & Ref |
| • Previous school experience | Desirable | AF |
| SKILLS, KNOWLEDGE & ATTRIBUTES | | |
| • Well organised | Essential | AF, SP & Ref |
| • Ability to meet deadlines | Essential | AF & SP |
| • Excellent computing skills | Essential | AF & SP |
| • Knowledge of Google Apps | Desirable | AF & SP |
| PERSONAL QUALITIES | | |
| • Enthusiasm, drive and love for the job | Essential | SP & Ref |
| • Clear vision and innovative approach | Essential | SP & Ref |
| • Passion for ensuring all aspects of school life demonstrate integrity and respect | Essential | SP & Ref |
| • Excellent communication skills | Essential | SP & Ref |

| | | |
|---|-----------|----------|
| • Ability to organise, plan and prioritise time effectively | Essential | SP & Ref |
| • Ability to act decisively | Essential | SP & Ref |
| • Flexible approach to work load | Essential | SP |
| • Excellent attendance and punctuality | Essential | Ref |