



ST JAMES'

CATHOLIC HIGH SCHOOL



Careers Advisor

Candidate Information | October 2020



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2019, **84% of students achieved at least a grade 4 in English & Mathematics** while **65% of students achieved a grade 5** in these subjects
- **64 grade 9s and 134 grade 8s in 2019** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in Mathematics, English, Open subjects and the Humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is to strive for excellence whilst keeping our Catholic roots at the centre of everything we do. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kaya Roddick, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment

Careers Advisor Part Time: 15 hours per week (Working pattern to be decided) Scale 5. Permanent

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Careers Advisor

Closing date: Tuesday 3rd November 2020, 12 noon

Interviews: Friday 6th November 2020

In normal school term time, visits to our school are always warmly welcomed and encouraged however at this time we are unable to facilitate this. Telephone discussions with the Headteacher can be arranged to discuss the position and our school in greater detail.

The format of these interviews will depend on the country's position regarding COVID-19 Lockdown and will be communicated nearer the time. It is likely that interviews will be conducted using conference calling software and not necessarily face to face.

Please note a current CES application form (version 13) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Careers Advisor

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose

To provide professional impartial career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management. Organise effective work experience and work-related learning programmes to motivate pupils and raise achievement.

Specific Duties

- Provide 'good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality of opportunity and challenges stereotypes'.
- To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly.
- To prioritise 1:1 intervention for vulnerable students (PP, SEN, LAC) in Years 7 to 11 inclusive.
- To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money; including signposting within school to key areas of support within the Pastoral Team.
- To research careers, options pathways and support organisations to meet young people's needs.
- To support with the running of small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- To liaise and negotiate with other organisations, with and on behalf of young people.
- To work with families and carers to access and facilitate the young person's wider support network.
- To prioritise support and guidance for students and parents at key points in the school year; specifically, Year 9 Options Evening, Post 16 Options Evening, Year 10 and 11 subject/ Parents Evening, Year 11 results day and Apprenticeship Evening.
- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients.
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- To coordinate and manage the destination tracking of all Year 11 and ensure that documentation related to the September Guarantee, KS5 destinations and post 18 pathways are coordinated and returned to the LA timely.
- To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs.
- To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- Work with subject leaders and staff to develop careers in the curriculum.
- To arrange support and deliver external visits and events to support the achievement of the Gatsby Benchmark
- To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes as part of the PSHEE.
- To organise and update school's careers library and appropriate career displays.
- To support the school's work experience placement programme, and coordinate and manage extended work experience placements.
- To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the Senior Leadership Team.
- To support and be part of all internal and external inspections as required – OFSTED, Denominational Inspection.
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks. To review and evaluate the quality of provision of careers education and guidance at both Marple Hall School and St. James RC High School and provide reports for SLT and Governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level that is not specified in their job description



Careers Advisor

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Relevant qualification at Level 6 in careers guidance	✓		✓	
Good degree in an appropriate discipline		✓	✓	
Evidence of recent continuing professional development		✓	✓	
Experience				
At least 2 years of working in a school or college providing careers guidance services to young people		✓	✓	✓
A track record for achieving positive outcomes for young people	✓		✓	✓
Professional Knowledge				
Comprehensive, up to date knowledge and understanding of a range of career and learning progression routes, labour market information and source of further information	✓		✓	✓
Understanding of delivering a customer-focussed service	✓		✓	✓
An excellent knowledge of Gatsby Benchmarking	✓		✓	✓
Knowledge of Health & Safety policy and procedure	✓			✓
Awareness of child protection legislation	✓			✓
Confident and competent user of ICT including the ability to analyse data	✓			✓
Ability to work with young people in individual and group settings	✓		✓	✓
Ability to provide an effective and impartial service underpinned by equal opportunities, a respect for diversity and a commitment to challenge stereotyping and low aspirations	✓		✓	
Ability to advocate in the best interest of individual young people	✓		✓	
Theories of personal vocational choice and development, and of practice of goal orientated guidance		✓	✓	✓
Understanding the communities being served including education and learning provision 11-16		✓	✓	✓
Personal Skills and Qualities				
Ability to work independently and within a team	✓		✓	
Administrative, organisational and time management skills	✓		✓	
Confident and capable of working effectively a busy and demanding environment	✓		✓	
Ability to work positively with a range of stakeholders and external agencies	✓		✓	
Ability to deal with change	✓		✓	
Demonstrate initiative and self-motivation	✓		✓	

Contact

KAYA RODDICK

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

www.stjamescheadle.co.uk

St James' Catholic High School

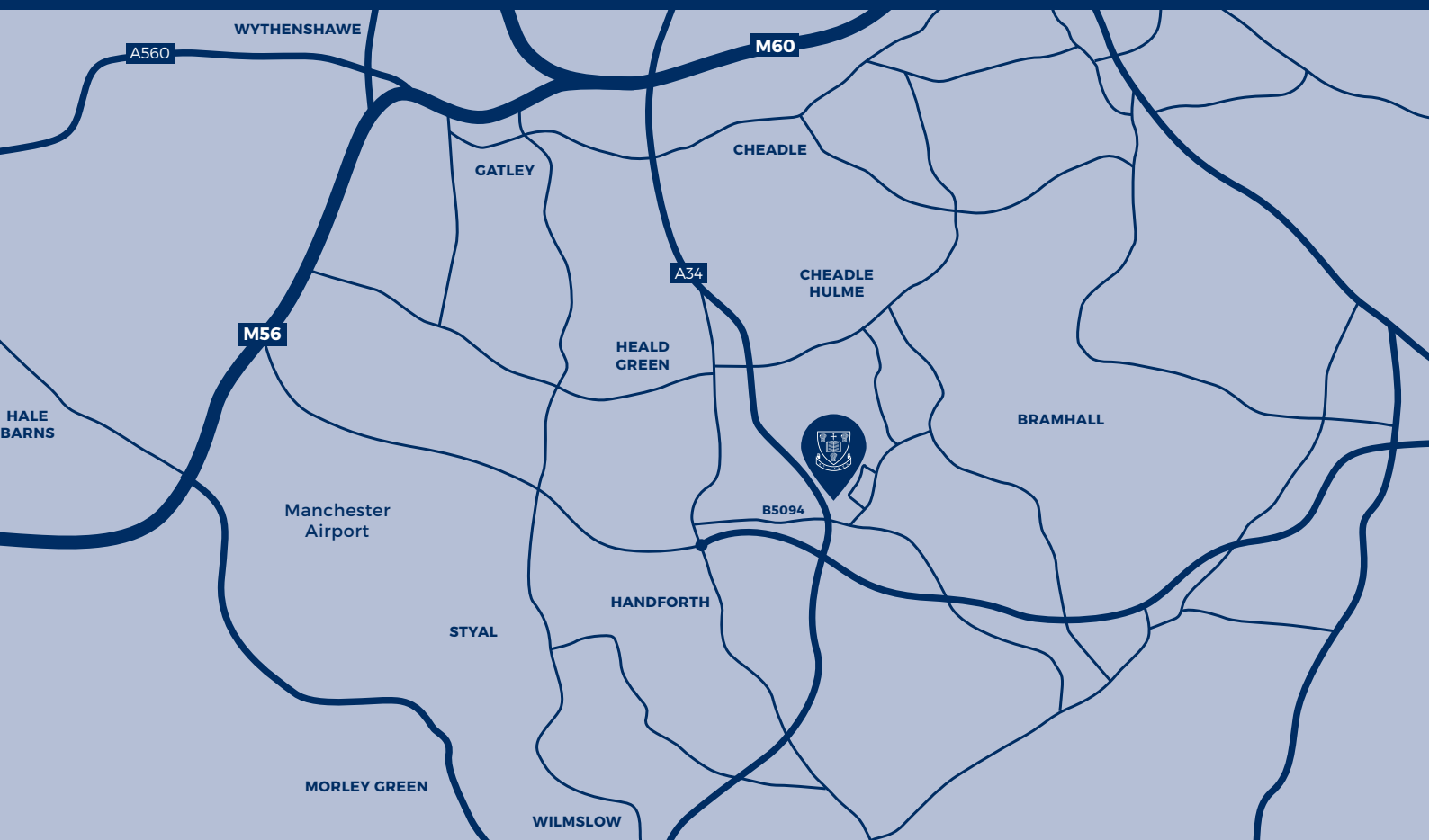
St James' Way

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Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26