



Lord Grey Academy
Lord Grey Can



CAREERS OFFICER

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all pupils are valued and included. Pupils at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents’ trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Advertisement

CAREERS OFFICER

Permanent

37 hours per week

Monday – Thursday 8.30am – 4.30pm

Friday – 8.30am – 4.00pm

38 term time weeks + 5 training days per annum and 5 further additional days during August to support with Examination Results

Tove Learning Trust Band H/I £23,080 - £30,451 FTE
dependent upon qualifications and relevant experience

Actual annual starting salary range: £20,245 – £23,825 per annum

We require as soon as possible, a full time Careers Officer at Lord Grey Academy.

Training up to a Level 7 Certificate in Career Education is desirable; however the school would be able to facilitate putting an exceptionally enthusiastic candidate through the relevant qualifications with course fees paid and some remitted time for study. After successful completion of the qualification the post holder would be eligible to move from Band H to Band I.

The successful candidate will be:-

- a strong communicator;
- caring and empathetic when working with teenagers;
- focussed on excellent destinations for youngsters;
- well organised, tenacious, dedicated and confident;
- an excellent role model for Lord Grey Academy students.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Wednesday 13th October 2021.

Only successfully short listed candidates will be contacted.





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Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





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JOB DESCRIPTION

Role:	Careers Officer
Responsible to:	Assistant Principal/Sixth Form
Based at:	Lord Grey Academy
Hours:	37 hours per week, 40 weeks per year
Grade:	Grade H/Grade I, points 14 to 26

Job Context

To carry out duties as a Careers Officer to work with individual students aged 11-19, providing high quality impartial information, advice and guidance to help people make realistic choices about education, training and work and impartial information, advice, advocacy and practical support and by brokering the access to services that individuals might need. To support teaching staff and tutors to raise the quality of careers information within the students' curriculum and to organise events for groups of students both on and off site to enhance their experience and understanding of what their futures may be.

Key Responsibilities

- To draw up and implement a Careers Plan in conjunction with the Careers Leader;
- To provide general high quality impartial information, advice and guidance to students about a range of issues, such as careers, education, employment and training, housing, money, health, employability skills, university and college applications, job applications and N.I. issues;
- To organise events for students to meet employers and other organisations;
- To work with SEN students to help their career profile in terms of their complex learning and emotional needs;
- To track students' intended and actual destinations and keep records of interactions and decisions securely and logically.

Job Description

To provide general high quality impartial information, advice and guidance to students.

1. To interview students one to one or in small groups, finding out needs and other key information, recording outcomes and following up where necessary;
2. To manage a caseload of students;
3. To be an advocate for young people;
4. To use IT for administrative tasks, such as recording interactions with and tracking clients (students);
5. To use computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories;
6. To plan and organise careers fairs and conventions;
7. 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;

To provide information, advice and guidance about a range of issues, such as careers, education, employment and training, housing, money, health, employability skills, university and college applications, job applications and N.I. issues

1. To assist young people in drawing up action plans for employment, education and training and supporting them to achieve these goals;
2. To research careers, options and support organisations to meet young people's needs;
3. To run small group sessions or larger presentations on all aspects of careers work and topics related to personal development;





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4. To liaise and negotiate with other organisations on behalf of young people;
5. To be available on Sixth Form results days, Year 11 results day and at open evenings, presentation/options evenings and careers evenings as relevant;
6. To arrange and monitor interventions for year 10 and 11 students who are at risk of becoming NEET (Not in Employment, Education or training). To work with Youth MK to ensure they all have a destination post-16.

To work with SEN students to help their career profile in terms of their complex learning and emotional needs

1. To work with families and carers to access and facilitate the young person's wider support network;
2. To monitor NEET figures and to take responsibility for ensuring NEET data is accurate, up to date and that potential NEETs are followed up and moved on to a suitable pathway

Reporting and Record Keeping

1. To keep up-to-date records, in a confidential manner, in line with school guidelines and protocols;
2. To contribute to whole school initiatives and targets, and deliver and/or co-ordinate targeted group work, in negotiation with other pastoral staff;
3. To produce summary reports to Leadership Team, as requested, on caseloads and other relevant statistics;
4. To join in the school's performance management reviews for support staff on an annual basis. To undertake and relevant and identified CPD;
5. To make a significant contribution to the planning and organisation and administration of Work Experience and Work Related Learning;
6. To comply with any other reasonable requests from the Principal when there are exceptional circumstances

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





PERSON SPECIFICATION

Experience/Knowledge	Essential	Desirable	How evidenced
Experience of two years or more of working with students in a careers advice environment for 11-19 age range		✓	A R
Technical Job Related Skills	Essential	Desirable	How evidenced
Ability to provide high quality impartial information, advice and guidance to students	✓		A I R
Ability to communicate effectively	✓		A I
Sound organisational skills	✓		A I
Excellent IT skills	✓		A I R
Personal Job Related Skills	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A I
Ability to work under pressure	✓		A I
Accuracy and attention to detail	✓		A I
Confidentiality	✓		A I
Team orientated	✓		A I
Flexibility and openness to 'go the extra mile' for students	✓		A I
Ability to work in a thoughtful and compassionate way with SEN students	✓		A I
Education/Qualifications	Essential	Desirable	How evidenced
Level 7 in Careers		✓	A
Degree		✓	A
A Levels	✓		A
Willingness to undertake further work related training	✓		A I

A – Application form I – Interview R – Reference





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

