



SAINT MARTIN'S
Catholic Academy

Careers Leader



Candidate Information Brief



SAINT MARTIN'S *Catholic Academy*

Dear Candidate

Thank you for taking the time to find out more about Saint Martin's and the possibility of working in our Academy. Saint Martin's School was founded by the Dominican Order over 70 years ago and the values of compassion and service, allied to uncompromising standards still underpin the work we do. Saint Martin's is an exceptional academy set in beautiful grounds in the historic village of Stoke Golding. We are hugely ambitious for all our pupils to achieve both academically as well as morally, socially and spiritually. Despite being a newly established 11-16 Academy, we have become one of the highest achieving schools at GCSE in Leicestershire.

We believe that, with application and effort on the part of students, allied to high quality teaching from staff, all pupils can achieve academically. We place great emphasis on pupil behaviour, from an exemplary work ethic in the classroom through to politeness, charm and good manners throughout the school. This means teachers can focus on their primary role of teaching.

At Saint Martin's we have a knowledge-rich curriculum where teachers are the experts and their role is to share that expertise and love of a subject with pupils. We don't believe in gimmicks or entertainment in the classroom, just solid teaching, high level reading, writing practice, memorisation and excellent questioning. Pupils become engaged in learning at Saint Martin's through becoming highly knowledgeable and skilled in a subject. We believe strongly that the role of the leadership team is to support teachers in that endeavour whether it is helping to ensure excellent behaviour in your classroom or providing time to develop the quality of teaching.

I am particularly interested to know why you think that you would be suitable for this post and your beliefs about the purpose of education. Please, therefore, make sure that this information is included as part of Section 8 of the application form.

If you decide to apply for the position, please complete and return a Teaching Staff CES application form, disclosure and a covering letter before the closing date to the Mrs Trotman (rtrotman@saint-martins.net). Please mark the envelope FAO Mrs R Trotman, PA to the Principal.

Please note, no further communication will be made until shortlisted candidates are invited for interview.

In the meantime, we wish you well.

Yours sincerely

Mr C Wright
Principal

Job Specification



Job Title: Careers Leader

Salary: Band 4 Point 11 - 17 (£21,166 - 23,836 FTE)
30 hours per week, term time only. Actual Salary £14,929

In everything set them an example by doing what is good. Titus 2:7

Our Mission is for pupils to 'learn the best that has been thought and said' and know that they are loved by God.

Main purpose

The careers leader will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance.

The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that the school meets the Gatsby Benchmarks by the end of 2020.

The role will be based in the school library and will also involve supporting the school's librarian in supervising the library and the after-school Homework Club.

All staff will:

- Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Model Saint Martin's values to parents and students
- Be positive, dynamic and challenging in all aspects of work
- Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Share direct accountability for the establishment of Saint Martin's as an extraordinary school.
- Take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Play an active part in the life of the school and its community
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- Agree annual performance targets, with a view to own continuous improvement

- Undertake any other duties that may reasonably be required by the Principal.
- To uphold the [Department of Education Teacher Standards](#)

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Duties and responsibilities

Leadership

- Lead the team of teachers, administrators, external partners and others who deliver careers guidance
- Advise the senior leadership team on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks
- Report to senior leaders and governors
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes
- Prepare and implement a careers guidance development plan
- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools
- Ensure that details of the school's careers programme and the provider access policy statement are published on the school's website.
- Support in supervising the library

Management

- Plan the programme of activity in careers guidance
- Brief and support teachers involved in careers guidance
- Monitor delivery of careers guidance across the 8 Gatsby Benchmarks
- Support tutors, providing initial information and advice
- Manage the work of others e.g. careers advisers and other staff involved in the delivery of careers guidance

Coordination

- Manage the provision of career and labour market information
 - Manage the careers section of the school's website, ensuring information is accurate and up to date
 - Liaise with the PSHE leader and other subject leaders to plan their contribution to careers guidance
 - Refer pupils to careers advisers
 - Coordinate encounters with employers and work experience
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- Communicate with pupils and their parents

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with employers
- Negotiate a service level agreement with the local authority as appropriate
- Commission careers guidance services where appropriate
- Manage links with external organisations
- Secure funding for careers related projects
- Build a network of alumni who can help with the careers guidance programme

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person Specification



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Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• GCSE (or equivalent) in English and maths• Degree
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school or other relevant organisation
Skills and knowledge	<ul style="list-style-type: none">• Expert knowledge of legislation and guidance on careers, including the Gatsby Benchmarks• Awareness of local and national organisations that can provide support with delivering a careers programme• Good IT skills• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Uphold and promote the ethos and values of the school• Ability to work under pressure and prioritise effectively• Maintain confidentiality at all times• Commitment to safeguarding and equality

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

This post is subject to an enhanced Disclosure and Barring Service check.

Saint Martin's has a robust Child Protection Policy and verification of applicants' suitability to work with young people will always be sought.

