

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT PACK For Part Time Careers Adviser



Message from Dr Robin Bevan, Headteacher

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"



Information about the school

Southend High School for Boys (SHSB) is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge. SHSB has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015). At SHSB talent is nurtured, learning is valued, challenge is welcomed, participation is expected and achievement is prized. SHSB is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach.

The school priorities professional learning and research. We are regarded as national leaders on employee well-being. Staff retention and attendance rates are exceptional. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research. A significant number of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school nationally to be accredited for the Challenge Award on three successive occasions. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our ablest athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years. Likewise, our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions. Members of staff are encouraged to use the sports facilities and as such a number use the gym.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of computer suites as well as all classrooms having interactive whiteboards and/or projectors. A dedicated Maths building was completed in 2011 and 2018 saw the completion of our new Hitchcock building which contains a state-of-the-art library, additional teaching space and pastoral offices. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 67 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 8.30am -3.30pm.



14th October 2019

Dear Applicant

Post: Part Time Careers Adviser

Thank you very much for viewing this recruitment pack. The school and governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post. If you are unclear about any aspect of the application procedure, please do not hesitate to telephone Ms Amanda Lane, HR Manager, on 01702 606208 (or email amanda.lane@shsb.org.uk)

Applications will only be accepted on an application form (lone CV's are not accepted and will not be considered). CV's may be submitted **in addition** to the application form in order to supply additional information. Southend High School for Boys application form is located on our website www.shsb.org.uk

*Please return all completed applications by midday on **25th October 2019** to amanda.lane@shsb.org.uk. The interview date will be emailed to those shortlisted.*

Any response will be by email; therefore, please include your contact email address together with an email address for referees where possible. To save on administration costs we do not ordinarily confirm receipt of applications.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please note that we will not be writing to those applicants who are not shortlisted. Therefore, if you do not hear from us within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

Robin M Bevan
Headteacher



SOUTHEND HIGH SCHOOL FOR BOYS

JOB DESCRIPTION

Southend High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Job Title:	Careers Adviser
Hours:	560 hours p.a. (approximately 14 hours per week) Term time + 2 days to be worked on days when A level and GCSE results are published
Pay scale:	LG Band 3 upper (Scale 6 from April 2020) (Full time equivalent £21,589 – £23,836 gross p.a.)
Responsible to:	Ultimately to Deputy Headteacher
Liaising with:	Careers Leader, Post-18 Student Adviser; Heads of Year; Key Stage Leaders; SENCo; form tutors; external agencies and parents/carers
Purpose of Job:	<p>To provide impartial careers information, advice and guidance services via a coaching approach to help students make realistic choices about their education, training and work.</p> <p>This role will provide a 1:1 (and group) consultation service for a range of students from Year 8 – 13.</p> <p>In collaboration with the Careers Leader and Post-18 Student Adviser, identify options for suitable careers, advising on how to write a good CV and covering letter, assisting with application processes and helping to locate relevant training courses, and preparing students for psychometric/employment tests.</p>
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Support the Deputy Headteacher providing appropriate information on Careers policy and priorities and how they meet the Gatsby Benchmark 8; • Contribute to the further development of a Careers Strategy and Policy; • Contribute to the further progression of a careers guidance development plan; • Interview students on a 1:1 basis, or in small groups, to discuss career or education options; identify skills gaps with students and how to deal with them; • To liaise closely with the SENCo on legislative requirements for SEND students ensuring statutory guidance is met; • Help students to draw up action plans for employment, education and training and support them to achieve these goals with the support of the pastoral team; • In conjunction with the Post-18 Student Adviser, advise students on how to source relevant training course or qualifications and what funding may be available, including apprenticeships; • In collaboration with the Post-18 Student Adviser, provide advice on CV, applications, job hunting and interview techniques; • Evaluate and develop the programme of activity in careers guidance

	<p>across the 8 Gatsby benchmarks;</p> <ul style="list-style-type: none"> • To assist pupils in gathering information from a range of sources such as the internet and printed materials; • Careers guidance activities including helping students identify and explore suitable options and career implications of subject and course choices; progression pathways; • To keep up to date with labour market information, legislation and professional and academic developments; • In conjunction with the Careers Leader, Post-18 Student Adviser and Librarian, develop an in the school library specifically for Careers guidance; • Assist the Careers Leader, where necessary and appropriate, with the delivery of careers education activities e.g., work experience programme and year 10 interview exercise; • To ensure inclusion, equality, reality of opportunity and respect for diversity to promote the development of student's self-reliance, self-esteem and emotional resilience, raising aspiration and signposting opportunities; • Support the careers fairs, option evenings and parents evenings as required; • Keep suitable records.
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. • The duties of this post may vary from time to time as a result of new legislation or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



SOUTHEND HIGH SCHOOL FOR BOYS

PERSON SPECIFICATION

General heading	Essential	Desirable
Qualifications & Education	<p>Level 6 Careers Advice and Guidance qualification or other relevant degree qualification (consideration will be given to a candidate currently working towards a Level 6 diploma)</p> <p>GCSE Grade C or above in English and Mathematics (or equivalent)</p>	Member of Careers Development Institute
Relevant Experience	Demonstrable experience in providing careers support to young people or young adults through a range of methods	Previous experience of working as a Careers Adviser.
Knowledge and Skills	<p>Working knowledge of Government's 2017 careers strategy, built around the 8 Gatsby benchmarks</p> <p>Good working knowledge of Microsoft packages e.g., Word, Excel, PowerPoint, etc.</p> <p>Understanding of how to maintain accurate records</p> <p>Able to maintain confidentiality and data protection/GDPR requirements at all times</p> <p>Work on own initiative</p> <p>Research and problem solving skills to deal with queries and issues</p>	<p>Expert knowledge of legislations and guidance on careers, including the Gatsby Benchmarks.</p> <p>Knowledge of school policies and procedures</p>
Interpersonal and Communication Skills	<p>Good verbal and written communication skills</p> <p>Able to communicate effectively and build a rapport with students and colleagues</p> <p>Able to work collaboratively with others, demonstrating a flexible approach</p> <p>Demonstrate a positive attitude, commitment and enthusiasm – be a positive role model</p>	Ability contribute to the delivery of continuous improvement

	Ability to plan time effectively and organisation skills Sensitivity to students and other people's needs.	
Additional	Willingness to learn relevant procedures and systems Commitment to CPD	

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.



SOUTHEND HIGH SCHOOL FOR BOYS

OUR LOCATION

Southend High School for Boys is situated in the heart of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England, 40 miles east of central London.

Southend is home to the longest leisure pier in the world (at 1.34 miles) and it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed.

