



Stoke Newington School
& Sixth Form



Job Pack Careers Coordinator 2022

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition,
together with a strong sense of belonging'

Contents

Job advertisement	pg 3
Staff benefits	pg 4
Job description	pg 5



Stoke Newington School
& Sixth Form

Job advertisement

Careers Coordinator

Grade – Scale S01 £32,576-£33,034

36 hours per week, 39 plus 2 weeks per year,

Term time plus two weeks

We require an outstanding and driven Careers Coordinator in this excellent and creative school which has 1600 students and over 200 staff.

The School

This is an exciting time to be working with us. We have an oversubscribed school, a diverse and enthusiastic student intake, and a senior leadership team who will support you fully in raising the profile of careers and student ambition at all key stages.

Our school has a great reputation and strong longstanding relationships with the community. During our recent Ofsted inspection (July 2022) the school was recognised as continuing to be a Good school. There were many strengths highlighted in the report including;

“Pupils are proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils”, and “teachers have strong subject knowledge and are passionate about their subjects”

Contacting us

The closing date for receipt of applications is midday Friday 13th January 2023.

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384> alternatively you can download an application pack from our website www.sns.hackney.sch.uk/jobs , name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

Our commitment to Safeguarding

Stoke Newington School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

Our commitment to quality

Stoke Newington School is committed to promoting equality for all students and employees. Every individual will be treated with courtesy, respect, and value all contributions to the learning process.

Staff Benefits

Please see below the staff benefits available at Stoke Newington School.

- **Annual Season Ticket Loans**
Season ticket loan spread across monthly payments deducted from your salary.
- **Cycle Scheme**
The cycle to work scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.
- **Employee Assistance Programme**
The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.
- **Optical Expenses**
Free eye test for staff who use display screen equipment.
- **Staff Association**
Half termly events ranging from BBQs to quiz nights.
- **Vectis card**
Discount card offerings savings across retail shops, tourist attractions, holidays and more.
- **Staff Football Fridays**
- **On site car park and bicycle storage** Car park spaced depending upon availability.



Job description

Job title	Careers Coordinator
Directorate:	Stoke Newington School & Sixth Form
Reporting to:	Senior Leadership
Grade:	Scale SO1, Term Time Plus Two Weeks

Purpose of this post:

The Careers Coordinator reports to the Senior Leadership with some reporting to the Head of Finance and Head of Resources and Services. One of the main responsibilities is to coordinate the many strands of careers guidance, support and work-related learning activities undertaken by the school. Be a key organiser in liaising with external partners to deliver a range of learning opportunities to motivate our students to study in Higher Education and realise their full potential.

- Ensure that every student that attends our school is ambitious and has high aspirations of themselves.
- Provide an environment whereby, curriculum, pastoral and careers work collaboratively to encourage student ambition.
- Provide all students with experiences that help them with future planning and decision making.
- Ensure that all stakeholders are involved in building student ambition and aspirations.
- Oversee the whole school careers provision, ensuring that the school works towards achieving all Gatsby Benchmarks by the end July 2024.

Main duties and responsibilities

- Lead on the whole careers progression for Year 7 to Year 13
- Provide supplementary to one to one and small group ensuring the provision is of a high standard meeting all the Gatsby Benchmarks.
- Offering careers advice to students in addition to any provided by external partners.
- Manage all careers areas of the website and SharePoint.
- Coordinate year 10 and 12 work related learning experiences.
- Work with external agencies to ensure provision of high-quality careers experiences for all students.
- Maintain up to date information on the school's website on careers and labour market information
- Maintain a database of all students' access to careers experiences as they progress through the school
- Coordinate collection and collation of a variety of data relating to careers including alumni information. Summarise data to key stakeholders in clear and concise formats.
- Ensure that the careers programme is included in all parent information evenings & events
- Be the key liaison between Hackney Careers Collaborative, Prospects, and other external partnerships.
- Act as HE and Careers Advisor to students including funding sources, the application process, and graduate employment

- As HE Advisor promote relevant university degree courses and HE opportunities
- Co-ordinate and advise students on the UCAS admissions process
- Support the KS5 tutors as part of the UCAS process
- Attend relevant training courses to ensure careers expertise continues to be maintained and updated over time

General Requirements

- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- The post holder must always carry out his/her responsibilities with due regard to Hackney Education's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or encounter.
- To create and maintain a Careers Policy.

Person Specifications

Qualifications	Essential	Desirable
L4 Diploma in Career Information and Advice	✓	
Career Guidance & Development L6 Diploma		✓
Experience		
Experience of providing direct customer care using a variety of methods, this must include communication of information.	✓	
Experience of using Email / Internet.	✓	
Experience with the School Management and Financial Management Systems and accurate entry of data.		✓
Experience of working with the general public.	✓	
Experience of clerical work in a similar environment.	✓	
Experience of the clerical function in a school office.		✓
Knowledge		
Working knowledge of IT packages, including Microsoft Word, Excel, and desktop publishing software.	✓	
Skills		
Excellent telephone manner.	✓	
Have good interpersonal skills and be able to communicate effectively verbally and in writing with a variety of visitors, students, parents, and staff	✓	
Ability to work as an effective team member.	✓	
Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc.	✓	
Ability to convey information clearly and accurately.	✓	
Ability to maintain accurate records and filing systems.	✓	
Ability to work in an organised and methodical manner.	✓	
Ability to develop good relations with staff and pupils and the wider school community.	✓	
Fast and accurate keyboard skills.	✓	
Effective in the face of difficult situations and pressure.	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact, and the need to respect confidentiality.	✓	