



St Augustine's Catholic College

Together we're stronger

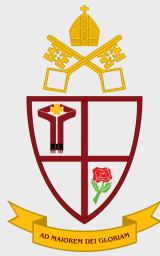
Candidate Information Pack

Careers Coordinator

Closing date - Thursday 5th
September 2024

Interviews w/c 9th September 2024





Welcome from the Head Teacher

Thank you for your interest in the exciting opportunity at St Augustine's Catholic College. As a Catholic Lasallian College, we are part of an international network of educational institutions inspired by St John Baptist De La Salle, the patron saint of Teachers. His mission focused on providing high-quality education to the poor and disadvantaged, emphasizing the dignity of each child as a 'son or daughter of a great King'. We strive to embody this message daily, ensuring our students feel included and valued.

We are seeking a part-time Careers Coordinator to oversee the planning, organising and implementation of the careers' education programme within the College

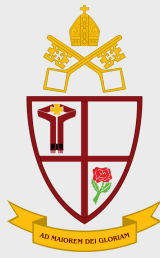
Our recent OFSTED inspection highlighted our commitment. "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does". For us this is about fostering well-rounded young people ready to take their place in society. Beyond academic excellence, we aim to nurture caring, compassionate human beings eager to make a difference.

We look forward to welcoming you to our College and appreciate your interest.

Aidan Dowle
Headteacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact our Business Manager, Mrs Rachael Byrne, on 01225 350001 or by email hr@st-augustines.wilts.sch.uk.





Our Values and Purpose

Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.



Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

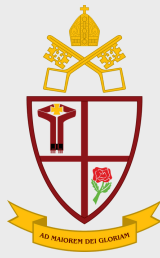
Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance





About the role

We are seeking a part-time Careers Coordinator (15 hrs p/w) to oversee the planning, organising and implementation of the College's careers education programme, ensuring that we meet our Gatsby benchmarks.

The role will involve liaison with the PSHE Coordinator, Heads of Year and the senior leadership team and extending our links with local employers and businesses.

A key feature of the programme is leading on the annual Year 10 Work Experience week

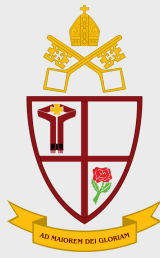
We are looking for applicants who have:

- experience of working with children and addressing large groups
- a caring, flexible, resilient professional approach
- ideally, a professional qualification in careers guidance and/or membership of the Institute of Careers Guidance



The staff at St Augustine's are highly skilled, they keep abreast of developments in the understanding of effective teaching and learning and they are passionate about students and their progress.

if you would like to work in an environment which sets the highest standards and are keen to progress in your career, we may be the school for you.



Job Description

St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title:	Careers Coordinator
Reports to:	Assistant Head (Curriculum)
Pay:	Grade H- from £15.17 per hour (Actual salary £10,149 to £11,088 - pay award pending)
Hours:	15 hours per week, term-time only

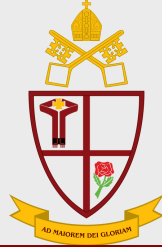
Job Purpose:

The Careers Coordinator is responsible for overseeing the teaching, planning organising and implementation of the careers education programme within the College.

Duties and Responsibilities

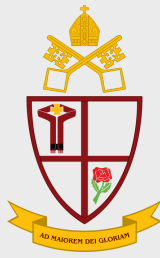
- Liaise with Head of PSHE to ensure careers education is maximised as far as possible within PSHE programme.
- Write, source and prepare all relevant material to support the teaching of careers' education.
- Undertake the necessary further relevant research to meet the needs of the students.
- Meet with parents at the Y9 Parents' and Options Evenings and by appointment when necessary.
- Monitor the delivery of the careers provision through colleagues.
- Check the careers programme annually to ensure that they remain up-to-date and accurate.
- Coach any non-specialist colleague while undertaking lesson observations and giving constructive feedback while monitoring quality.
- Ensure the college continues to be a member of the Wiltshire and Swindon Careers Hub.
- Attend other relevant training opportunities where appropriate
- Ensure that the OfSTED file houses the relevant material.
- Provide up to date COMPASS returns as and when required (currently 3 times a year)
- Develop relationships with outside businesses including the college's attached Enterprise Advisor
- Set up a way of arranging & recording student career interviews for all students that prioritises PP and SEN students.
- Arrange follow-up interviews where needed.
- Keep accurate data on targeted students such as Pupil Premium students.
- Feedback to mentors any action plans agreed in order to provide "joined-up" support to the students.
- Work with the Intervention team targeting year 10 and 11 to address transitional needs.
- Collect data from Intentions Forms for in-house and Wiltshire Council use meeting WC deadlines.
- Create, circulate & collect Year 11 Intentions Forms annually and audit these to identify students needing urgent careers interviews.
- Check Destinations Reports and taking appropriate action to address mistakes or gaps including making home visits.
- Liaise with WC ref RoNI data plus liaise with colleague who use this information.
- Maintain the Careers Library and online resources to ensure that the information is up-to-date, impartial and accurate.
- Prepare material for the Options evening and any other events that may be arranged during the year such as Design Show
- Meet with the Head of Sixth Form on a regular basis to establish needs of sixth form students

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications /Training	<ul style="list-style-type: none"> • Experience of working with young people • Good oral and written communication • Recognition of the need for continuing development and training 	Diploma in careers guidance/QCGD (for Scotland) /Qualification in careers guidance/NVQ Level 4 Advice & Guidance Membership of the Institute of Careers Guidance	Application form
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to engage constructively with, and relate to, a wide range of young people, and understand their career needs • Competent in the use of IT • Understanding of the education system. • Ability to work effectively and network, with a wide range of services, from both the public and private sectors, and an ability to draw upon a wide range of information, opportunities and guidance • Excellent knowledge of the careers guidance profession and standards • Up-to-date knowledge of guidance theory and practice • Up-to-date knowledge of careers and higher education pathways • Competent in the delivery of small and large group programmes • Proactively support Y11s following their GCSE results 	Experience of careers guidance work with years 7 to 13. Experience in advising all student across all ages and abilities of their career options Experience of presenting information to SLT and Governors	Application form/ interview
Personal and Professional Qualities and Attributes	<ul style="list-style-type: none"> • Works in accordance with the Code of Ethical Principles of the Institute of Careers Guidance • Highly ethical and demonstrates tolerance • Keeps up to date with professional development • Able to work both independently and in a team • Flexible in terms of different types of work undertaken at different times • Excellent communication and interpersonal skills 	Practicing Catholic / Christian	Application form/ interview



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

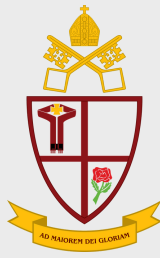
We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away



Pension Scheme Contributions (cont'd)

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 28.68%) to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

Support

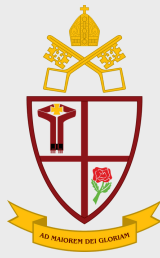
The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to apply

If you feel that you would like to join this thriving department, and that you can offer what we seek, please complete the application form via MyNewTerm. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to HR@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email HR@st-augustines.wilts.sch.uk.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



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