



Trainee Careers Advisor

King Edward VI College
Candidate Pack



Introduction from Stuart Noss

King Edward VI College is a friendly, supportive and high achieving college, here to help students succeed.

As a long established provider of sixth form education, we are proud of the high quality student experience delivered by well-qualified staff.

Students work alongside staff on all aspects of the college's operations and future direction. Student leadership and student voice are not add-ons to how we do our work but key components of our institutional DNA.

We are an ambitious college, with high aspirations for students and ourselves. I am proud to be the Principal of a College which inspires, challenges and supports its young people to gain the skills they need to thrive.

Principal

Message from the Student Voice

As a Students' Union we believe students should be at the heart of all the college does.

All students should be encouraged and supported to be active contributors in the college community, from our president to the student in the classroom. Student Voice is fundamental in the development of the college and hence, we believe that accountability of those responsible is vital, from us to the Principal and from them to us, to ensure that we are all fulfilling this responsibility. We want the college to be a thriving environment which offers the best experience to our students, where they can grow and reach their goals.

We look forward to working with staff who are passionate about the college and who will walk through its doors, and challenge current thinking and take fresh approaches to provide the best experience possible. We are committed to partnership working to actively help our members and hope that our teaching and support staff are too.

Help us to be co-creators of the college experience, and together we can help the college reach its full potential.

The Student Union



Our Mission, Vision and Values

Mission:

We inspire young people to gain the skills they need to thrive in an ever-changing world as we transform Sixth Form Education

Vision:

our students will be recognised locally and nationally for the remarkable impact they have on their communities.

Values:

Involved. We are one community with a shared responsibility

Ambitious. We are curious to create exciting ways to succeed

Genuine. We are honest with ourselves and each other

Supportive. We help each other improve with an optimistic and positive outlook.

Key facts about the College

We have been educating the young people of Nuneaton and the surrounding areas since 1552.

Since re-designating as a Sixth Form College over 45 years ago the core purpose of the college has remained the same: to meet the needs of young people from across Nuneaton and the surrounding areas.

We are the only Sixth Form College in Coventry and Warwickshire and currently have over 1200 students and 100 staff.

We offer over 40 subject courses at A Level and level 3 BTEC, Maths and English GCSE and a diverse range of enrichment courses. We also offer a Level Three Foundation Programme for students needing to resit a range of Level Two courses, as well as Higher National Certificates in Media & Business.

In November 2017 the College was inspected by Ofsted and was judged as continuing to be 'Good'.

In January 2019 the college became the founding member of Better Futures Multi Academy Trust (BFMAT), an SFC focussed Trust sponsored by Coventry University.





College facilities

Students have Study Periods where they can research and complete assignments. The College Library and Study Centre are great places to help students develop their study skills. They offer a range of learning environments, so they can find a space that suits– whether they want to work on their own or in a group.

The College Library and Study Centre have over 70 open access computers plus all the equipment you would expect to find in a modern library – 6,000 textbooks, 40 magazines, 600 DVDs, 1,000 novels and over 500 e-resources. All of these resources have been selected to support sixth form courses and all of them are fully searchable on the library database in college and at home.

But best of all, we have trained and friendly college services staff to answer your enquiries.

For many subjects, specialist equipment is needed. We provide all the necessary materials and equipment to help students get the most out of their course. From video cameras to art materials, we keep supplied fully stocked and available on request.



Better Futures Multi Academy Trust

A bit about Coventry University.

Coventry University Group (CU) is nationally and increasingly internationally recognised as an innovator in the higher education world. The group is made up of a range of educational and innovation services companies. Headquartered in Coventry but with sites throughout the UK and the world. Teaching excellence is second to none in the UK, increasingly the University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport.

The University has achieved TEF Gold and in the Guardian University Guide is ranked as 15th amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running. The Group is number one in the UK for working with small and medium sized enterprises. Through Coventry University College Ltd. The group is heavily engaged in the Degree Apprenticeship movement, In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

A bit about Better Futures MAT.

The formation of Better Futures MAT (BFMAT) has been notable in two key aspects; firstly, it is the only MAT to have as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider; secondly, and more importantly, the collaborative, collegiate approach that has been taken in its formation and development. CU has not positioned itself as the expert on post 16 education or as needing to retain all the levers of power within the MAT, rather it has engaged in meaningful learning conversations about how best to utilise the relationship to improve the educational experience of the students. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership developments in the sector..

The trust is at an interesting stage of its development. KEC formally joined as a founding member on 1 January 2019, followed shortly afterwards by Bilborough SFC and Gateway Sixth Form College. With the three founding members in place we will be focussing on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working, our collective expectations of each other and how we will measure our progress toward reaching our vision.

<https://www.Coventry.ac.uk/business/our-services/Coventry-university-group/better-futures-multi-academy-trust/>

BETTER FUTURES MULTI-ACADEMY TRUST LIMITED
KING EDWARD VI COLLEGE

Trainee Careers Advisor

Start Date: Tuesday 31 August 2021

Permanent 37 hours per week

Term Time only 195 day to include 5 training days

Sixth Form College Support Staff Pay Scale 5 to 9 **£19,137 to £21,296**

(Pro-rata part-time term time £16,171 to £17,995 per annum)

Closing Date for Applications: 05 May 2021 @ 9:00am

Interviews to be held: Thursday 20 May 2021

The opportunity

We are pleased to announce we are recruiting for an exciting new role within our careers department. We are looking for a Trainee Careers Advisor to join the current Careers team to enhance the benefits for our students within College.

This is a fantastic opportunity to begin or further develop your own career path in a sixth form college. The post holder will be required to undertake an appropriate level 4 or level 6 qualification depending on current skill set.

The responsibilities

The post holder will be working closely with the Careers and Progression Leader to provide one-to-one support as well as group presentations to provide our students with high quality careers information, advice and guidance. Working in collaboration with the cross-college teams to include, the Specialist Student Support, Progress and curriculum teams.

The post will also include the opportunity to work closely with our marketing team to design materials to promote the careers services available across the college.

The college

This is an exciting time to be joining our high performing Sixth Form College as we develop partnership links across the education sector. We are pleased to be the founding College in the Better Futures Multi Academy Trust with Coventry University, which now includes Billborough Sixth Form College and Gateway Sixth Form College. Working within a trust environment will be central to every role within the college.

The college has approximately 1250 students and 120 staff and is growing yearly.

Don't forget to check out our brand new Instagram page that we have launched this year

<https://www.instagram.com/kecemployabilityandcareers/>

What we offer

The chance to work with fantastic students who have chosen to continue their learning at King Edwards	The trust, autonomy and freedom to take creative risks	A truly progressive approach to how an educational institution operates
The chance to work with open minded colleagues who are ready to work in new and exciting ways	An organisation that wants all of their staff to be happy and achieve at work.	A friendly but fast paced & optimistic culture
A truly purpose rich job where your success is based on helping others	Consistent but emotionally intelligent feedback to help remove your blind spots and to accelerate your development	A safe, values led institution that put the wellbeing of students and staff first
The opportunity to work at a place where students are genuinely at the heart of our decision making.	Financial investment in your professional progression	We are not obsessed with hierarchy. We are obsessed with the student experience.
A flexible and contemporary approach to and view of work	A culture where failure is seen as a learning opportunity	Collaborative opportunities to work with colleagues from two other sixth form colleges

Who we are looking for and what we expect

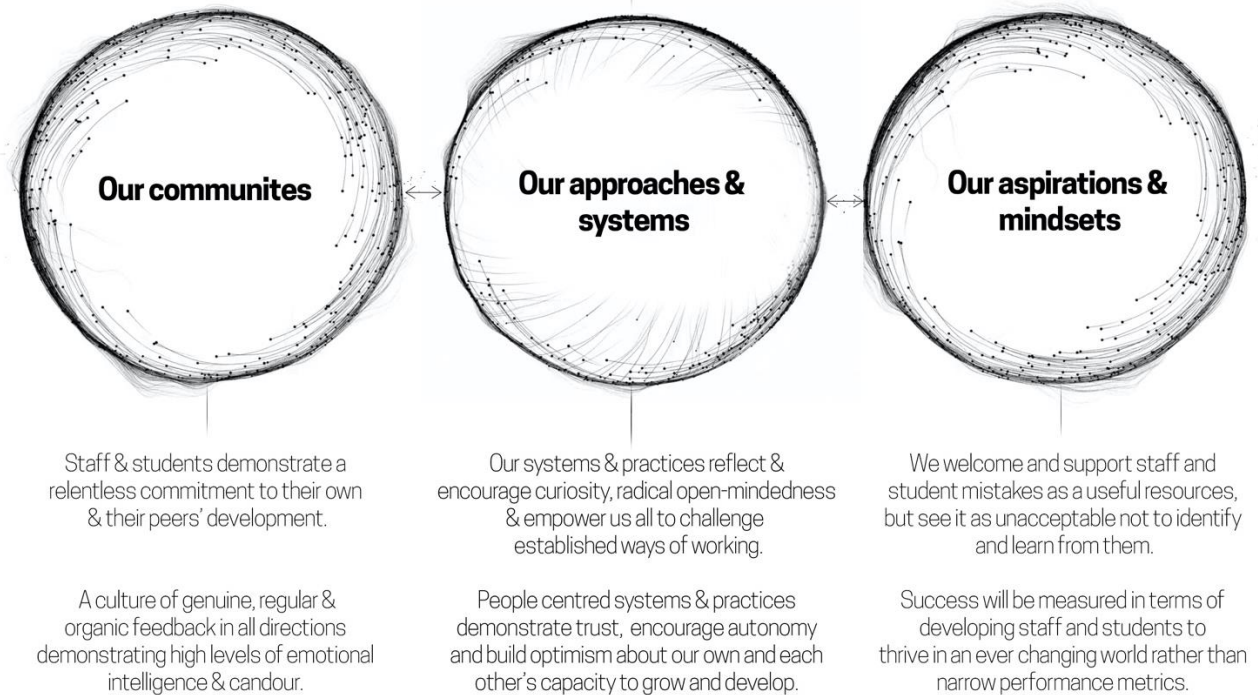
We are looking for adaptive and people centred staff. The college prides itself on having supportive, reflective and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement.

We would like someone who can truly inspire students and staff to do things which inspire them. We want someone who is reflective and asks for help when they need it. Someone who always sees the best in our students and is willing to support the wider college and trust. No one subject specialism is essential, but an ability to contribute to a range of subject teaching areas would be welcomed.

Finally, we want the most creative, dedicated and effective people in education to join us and we will do all we can to make that happen. We want all appointments to believe in our mission and values. We also expect them to desire to work in a deliberately developmental organisation as illustrated below.

the three dimensions of a

Deliberately Developmental Organisation



The College is committed to the safeguarding and promoting the welfare of young people

The successful candidate will be required to undertake a criminal record check

via the DBS services

The College promotes diversity and welcomes applications from

all sections of the community

All candidates with a disability will be offered an interview should they meet

the minimum requirements of the post

The College is committed to the continuing professional development of all staff

Trainee Careers Advisor

Job Purpose

To provide a comprehensive supportive administrative service to students and staff in relation to matters connected with the College Careers and Employability services.

Accountability

In the first instance, the post holder will be responsible to Careers & Progression Leader

To provide information, advice and guidance services to young people in post 16 education

Main duties and responsibilities attached to post will be:

- Supporting the Careers & Progression Leader in delivering careers information, advice and guidance.
- Provide high quality, one to one support, presentations, group work sessions and e-guidance to King Edward College students to help them access employability opportunities and successful student transition and progression into the world of work or Higher Education.
- To have a collaborative approach and be able to demonstrate building and maintaining effective internal and/or external relationships.
- Manage caseloads of students, liaising closely with the Careers & Progression Leader and Director of Progress and Inclusion
- To work closely with Specialist Student support, The Progress Team and the Student Recruitment teams to support students.
- To contribute to the marketing and communication of Careers services, designing marketing materials for online and print.
- To contribute to the careers tutorial programme.
- To arrange careers/employability workshops with external organisations.
- To maintain and further develop link with organisations within the local community to develop opportunities for students.
- To contribute to the organisation of events such as Careers Fairs and Employer Networking events
- To support and develop all activities that link to the Gatsby Benchmarks.
- To track student participation in college events.
- To gain feedback from students and stakeholders for internal and external events.

- Ensuring resources in Careers Area are current.
- To help raise the profile of careers with all stakeholders.

Generic duties for all College Staff:

- To support the College's mission, values and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.

Trainee Careers Advisor

Person Specification

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> A good standard of education to include GCSE English and Mathematics 	✓		Application
<ul style="list-style-type: none"> A minimum standard of education to A level or Level 3 equivalent 		✓	Application
Experience			
<ul style="list-style-type: none"> Experience of working with young people from year 9 upwards 	✓		Application
<ul style="list-style-type: none"> Evidence of supporting young people who face extra challenges that can affect their behaviour and academic progress 		✓	Interview
<ul style="list-style-type: none"> Experience of administrative responsibility and working under own initiative 	✓		Application
Skills and Abilities			
<ul style="list-style-type: none"> The ability to relate well to young people and to develop an effective rapport with those that you support 	✓		Interview
<ul style="list-style-type: none"> To engage effectively with external organisations to develop networking partnerships 		✓	Interview
<ul style="list-style-type: none"> A professional and caring approach when dealing with students' families, teaching staff and external bodies. 	✓		Interview
<ul style="list-style-type: none"> The ability to motivate and stretch young people to achieve their full potential 	✓		Interview
<ul style="list-style-type: none"> The ability to listen with patience and to be able to suggest and direct appropriately 	✓		Interview
<ul style="list-style-type: none"> Good organisational, planning and communication skills, with the ability to meet strict deadlines 	✓		Application and interview
<ul style="list-style-type: none"> Good IT skills, particularly using Excel 	✓		Application and interview
Knowledge and Understanding			
<ul style="list-style-type: none"> Some knowledge of the Careers and Employability national agenda e.g. Gatsby Benchmarks 		✓	Application and interview
<ul style="list-style-type: none"> A clear commitment to the principles and practices of Equality & Diversity and the safeguarding of young people 	✓		Interview

Completing your application

Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions of the Support Staff in Sixth Form Colleges.

Contract:	Term time only 195 days per year Full Time 37 hours per week - Permanent Post.
Hours:	1 fte
Salary:	Sixth Form Colleges Support Pay Spine: SFC Scale 5 to 9 £19,137 to £21,296 pro-rata Part-time/term time only
Start Date:	Tuesday 31 st August 2021
Pension:	Membership of the Local Government Pension Scheme

1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. ***You are asked NOT to send a Curriculum Vitae (CV).***

The criteria in the enclosed person specification will be used to assist the short-listing process.

The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. DBS Disclosure

If you are successful in your application you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website www.kecnuneaton.ac.uk

Closing date for applications: Wednesday 05 May 2021 at 09:00am

Interviews to be held: Thursday 20 May 2021

Applications should be addressed to: **Director of Personnel & Corporate Services
King Edward VI College,
King Edward Road
Nuneaton
CV11 4BE**

Email: personnel@kecnuneaton.ac.uk

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All candidates with a disability will be offered an interview should they meet
the minimum requirements of the post.
The College is committed to the continuing professional development of all staff.*

Thank you for your interest in King Edward VI College, Nuneaton.

**Better Futures Multi-Academy Trust
King Edward V College, King Edward Road, Nuneaton – CV11 4BE
Tel: 02476 328231
Email: personnel@kecnuneaton.ac.uk
Website: www.kecnuneaton.ac.uk**