



# Maidstone Grammar School *for Girls*



## Aspiration & Careers Leader

Full-time 37 hours per week term time plus 2 weeks

(This includes annually specific dates in relation to A level and GCSE results during each August.)

Required from September 2024

8am-4.00pm Monday - Thursday and Friday 8am-3.30pm

Kent Scheme Salaries 8: £26,995 - £32,769 per annum pro rata full-time

(Equating to £26,037 - £29,426 per annum)



# The Post

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We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. The post could suit a recently qualified graduate with no previous experience but a willingness to develop and learn, or someone with previous experience in secondary or higher education, careers information, or human resources.

The postholder is required to work for 40 weeks per year. The postholder will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.



## The Team & Our Facilities

The Aspiration & Careers Leader works closely with our Pastoral Team supporting students in each year group. The Sixth Form Team and the Aspiration & Careers Leader work closely together in supporting our Year 13 students progress to their destinations beyond school.



## Job Description

<b>POST TITLE</b>	Careers & Higher Education Co-ordinator
<b>GRADE/WEEKS PER YEAR/HOURS/FTE</b>	Kent Scheme 8 37 hours per week Monday to Thursday 8am-4pm Friday 8am-3.30pm Term time plus 2 weeks per annum (This includes annually specific dates in relation to A level and GCSE results during each August.)
<b>RESPONSIBLE TO</b>	Headteacher



**REPORTING TO**

A member of the Leadership Team

**Core Purpose:**

To provide Careers Education, Information, Advice and Guidance (CEIAG) as part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.

**The postholder will be responsible for:**

- Taking overall responsibility for the production, organisation, implementation and delivery of all aspects of careers work and the school's CEIAG programme
- Managing the agreed budget for careers
- Monitoring and responding to national developments in CEIAG in line with statutory requirements
- Maintaining the school's Investors in Careers (Stage 3) Award.

**The post holder will be expected to:****Leadership:**

- Keep the Leadership Team appropriately informed of careers related issues, including the regular production of reports
- Lead the work of colleagues in relation to careers issues, for example those who deliver careers lessons via the Focus day programme and supporting form tutors at key transition stages
- Liaise with and support the sixth form leadership team and Heads of Study in relation to careers issues
- Manage the work of support staff in relation to the administration of work experience and work shadowing
- Liaise effectively with parents and outside agencies such as CXK, EBP Kent, Higher Education bodies, and represent the school at local CEIAG events
- Develop and lead new initiatives in relation to careers within the school as appropriate with a particular emphasis on a creative and innovative approach
- Contribute to the School Development Plan, and create and implement the CEIAG annual programme.

**Management:**

- Manage and organise the careers resources, including maintaining the careers library
- Create and maintain clear documentation
- Promote and represent careers at open days and evenings, parents' evenings and options evenings
- Assist in the management of university applications with members of the sixth form leadership team as appropriate
- Organise work related learning and take overall responsibility for work experience and work shadowing health & safety arrangements
- Evaluate CEIAG provision using evaluations to initiate and manage change where standards could be raised
- Record, collect and forward student information and destination statistics to Right Step, to fulfil the Department of Education September Guarantee statistics
- Identify and invite speakers from industry/colleges/universities to deliver careers talks.
- Work with local universities to increase widening participation,
- Produce guidance material, eg. newsletters, careers blogs, facebook page, for students/parents/staff.
- Work alongside the Gifted & Talented Coordinator to support career progression.

### Teaching and Learning, Assessment and Monitoring:

- Design, develop and assist in the delivery of an appropriate and high quality careers curriculum, including a programme of careers events
- Lead careers events in school where appropriate
- Be responsible for good practice of careers teaching, using observation to enhance quality
- Act as a source of expert help on careers for colleagues and students, including catering for identified sub-groups such as SEN, Pupil Premium, Gifted and Talented students
- Deliver lessons and assemblies on careers issues where appropriate
- Conduct individual careers interviews with students as appropriate, for example with all Y9 students in relation to GCSE choices and Y11 students in relation to post 16 courses
- Mentor students where appropriate
- Use whole school assessment data to target careers advice for individual students
- Track student destinations and publish details
- Be available to cover lessons on an occasional basis if needs require.

### Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

### In addition:

- Keep abreast of the latest technology and processes and make recommendations where appropriate
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and headteacher
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school
- Support and contribute to the School's responsibility for safeguarding students
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- To be available to cover lessons on an ad hoc basis as required
- To be available to attend school trips on an ad hoc basis as required
- Fulfil any other tasks reasonable requested by the line manager and headteacher.

### Staff & Others Line Managed by the Post Holder:

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

<b>Qualifications</b>	<ul style="list-style-type: none"><li>● Graduate or equivalent</li><li>● Specific training in aspects of CEIAG</li><li>● Honours degree</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● Ability to communicate effectively with individuals and large groups of students</li></ul>

	<ul style="list-style-type: none"> <li>● Supportive approach to others, and an ability to relate well and motivate colleagues and students</li> <li>● Being creative and innovative</li> <li>● Capacity for hard work and high expectations of self and students</li> <li>● Ability to lead a team, and to work well within teams</li> <li>● Ability to make difficult decisions</li> <li>● A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work</li> <li>● Generosity of spirit</li> <li>● Willingness to contribute to extra-curricular activities</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>● Strong communication skills- verbal and written</li> <li>● Good ICT skills</li> <li>● Thorough knowledge of careers opportunities for young people</li> <li>● A working knowledge of the UK higher education system</li> <li>● Ability to address the needs of individuals, particularly in identifying and addressing potential</li> <li>● Strong organisational skills</li> <li>● A knowledge of the UCAS application process</li> <li>● A knowledge of current educational developments, particularly relating to CEIAG</li> <li>● A knowledge of Google Apps for Education</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>● Willingness to undertake appropriate training and professional development</li> <li>● Experience of working with students or in personnel</li> <li>● Willingness to take part in professional development</li> <li>● Some experience of a secondary school context</li> </ul>

## The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## Important Dates

\*Closing date for applications: 8am on 10th July 2024

Interview date: 12th July 2024

\*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information

please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

*"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."*

*"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."*

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully



reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

## Our Results

### GCSE and A Level Exam Results 2023

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2023 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2023 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two



years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very

proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

## The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share,

term-time hours, and career breaks to get a work-life balance that's right for you.

- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - CPD days and a range of workshops delivered through twilight
  - Performance development opportunities
  - Relevant external CPD training courses
  - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
  - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
  - Statutory sick pay
  - Access to individual coaching to support you in achieving your career aspirations at MGGS
  - Support Line - a free confidential service that offers up to 7 counselling sessions a year
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches, savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



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