



WARBLINGTON  
SCHOOL

# Candidate Information Pack

## CAREER LEADER

Grade E

(£27,327-£30,917 FTE)

37 hours per week, 40 weeks per year

Mon-Fri 08.00am-4.00pm



A very warm welcome to Warblington School

Dear Applicant

Thank you for your interest in Warblington School.

Warblington school has something quite special about it. We are a very small, but rapidly growing secondary school. At only 780 students we can do things differently here as we know individuals well. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students – over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Ofsted noted during their recent inspection (Jun 2023) that *“most pupils like attending this kind and caring school”* and *“pupils build strong friendships with their peers”*

It is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.

We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.

I am pleased to say this was recognised during our recent inspection, where inspectors commented that Students *“talk confidently about what they have learned”* and acknowledged that *“A well-planned personal, social and health education programme sets pupils up well for the future, preparing them successfully for adulthood.”*

We have high aspirations for everyone who wears the Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive.



Curriculum is very important to us and has played a key role in our improvement in outcomes. Teachers here are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible, which is why our options process begins at Christmas of year 9 and takes effect from that Easter, allowing us time to ensure each student gets the right level of advice and guidance to help them make informed choices.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Ofsted acknowledged that *“Staff know pupils very well. Importantly, they have pupils’ best interests at heart. Leaders and staff are committed to unlocking pupils’ potential”*.

I hope you enjoy finding out about Warblington School. Having access to a broad and balanced curriculum, and learning opportunities outside the classroom are key to our students developing into young adults.

I sincerely hope that we will be welcoming you into our community!



*Our aim is to ensure that excellence is our expectation.*

Mike Hartnell  
Headteacher

# CAREER LEADER

*Grade E*

*(£27,327-£30,917 FTE)*

*37 hours per week, 40 weeks per year*

*Mon-Fri 08.00am-4.00pm*

Are you passionate about guiding young minds towards their future careers? Do you have a natural ability to inspire students and help them navigate their educational and vocational pathways? If so, Warblington School is seeking to appoint a Career Leader who is able to develop the excellent career information advice and guidance (CIAG) at the school; to build on its success; and move it on to the next exciting phase.

As Career Leader, you will be responsible for developing our already outstanding Career Information, Advice, and Guidance (CIAG) programme. You will help us build on our successes and lead the next exciting phase of career development at the school.

CIAG is extremely well supported at Warblington and its career programme allows for a range of activities to support its delivery, meet all statutory guidance, and work towards meeting the Gatsby Benchmarks.

Ideally, we are looking for an experienced and qualified Career Leader who is passionate about driving success for both the school and its students. While this position is initially advertised as a support staff role, it is also suitable for a qualified teacher with a keen interest in developing their expertise in this area.

## **What we offer:**

- A well-supported CIAG programme
- A range of activities to support career delivery and meet statutory guidance
- A supportive and friendly working environment.
- The chance to make a real difference in the lives of our students.

## **Who we're looking for:**

- An experienced career leader or qualified teacher interested in developing expertise in career leadership
- Someone who is committed to helping students achieve their career aspirations
- A proactive leader eager to continue the development of a thriving career programme

If you're ambitious for the future of the school and its students, we would love to hear from you!

Closing Date: 28 March 2025

Interview Date: TBC

**We would strongly recommend an early application as we reserve the right to close this vacancy early if we receive sufficient applications for the role.**

## JOB DESCRIPTION

<b>Main Purpose:</b>	To ensure that students receive effective careers education and guidance in order to help them plan and manage their current and future progression through education and beyond.
<b>Personal and Professional Standards:</b>	<ul style="list-style-type: none"> <li>• To support the aims of the school</li> <li>• To be a role model in terms of professional dress and appearance, punctuality and attendance</li> <li>• To use the performance appraisal process for support staff to take responsibility for own personal and professional development</li> <li>• To share the school's commitment to safeguarding and promoting the welfare of children and young people</li> <li>• To be aware of and comply with all relevant policies and procedures within the school</li> <li>• To participate in training and other learning activities commensurate with the post</li> <li>• To attend and participate in meetings as required</li> </ul>
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To plan, develop, organise and monitor a programme of careers education in school. This primarily involves the co-ordination of a careers delivery team, with specific timetabled lessons.</li> <li>• To contribute to the development of policies and practices in school to meet statutory guidance on Careers Education (March 2015) with particular reference to the Gatsby Report Good Career Guidance (2014) and Education (Careers Guidance in Schools) Act (2022)</li> <li>• To use destination data to provide reports and analysis to Staff, SLT and Governors as appropriate</li> <li>• To provide support, advice and guidance to students (Years 7-11) on career-related issues</li> <li>• To promote opportunities for students to learn about the workplace and develop the skills that employers value</li> <li>• To lead and manage the Year 10 Work Experience Programme</li> <li>• To promote all options beyond school including apprenticeships</li> <li>• To plan, organise, host and evaluate careers events in school and out of school</li> <li>• To work alongside the Enrichment Teams to plan delivery of career education through the PSHE programme</li> <li>• To manage the Hampshire Futures (independent careers advice service) contract to ensure students have age-appropriate access to impartial guidance</li> <li>• To provide support as required in Student Services</li> </ul>

<b>Internal management</b>	<ul style="list-style-type: none"> <li>• To liaise directly with staff, students, parents and carers, governors and external contacts</li> <li>• To work with teaching, house/pastoral teams, SEN and support staff to embed careers education in the school curriculum</li> <li>• To undertake analysis and interpretation of data and produce reports as required</li> <li>• CPD: stay abreast of sector developments and share with colleagues as appropriate</li> <li>• To manage the authorised budget for this role. Authorise payment of invoices to defined limits</li> <li>• To manage accounts with suppliers as appropriate</li> <li>• To manage the career guidance meetings with Hampshire Futures</li> </ul>
<b>External impact</b>	<ul style="list-style-type: none"> <li>• Employer engagement and networking with professional contacts to support careers education for students</li> <li>• Manage content for careers pages on school website; promote achievements in the school's newsletter/website and in local press</li> </ul>
<b>Additional factors</b>	<ul style="list-style-type: none"> <li>• To promote cross-curricular learning with a focus on CIAG</li> <li>• Attend parents' evenings and year group information evenings</li> <li>• To liaise with careers leaders in other schools (Havant Federation of Schools and the Hampshire Career Hub) to share best practice</li> <li>• To represent the school at external events</li> <li>• To use social media to promote careers education and opportunities</li> <li>• To maintain contact with Alumni whenever possible</li> <li>• To contribute to marketing and promotion of the school</li> </ul>

# PERSON SPECIFICATION

ATTRIBUTES	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Labour Market Information</li> <li>• Commercial awareness and experience of good business practice</li> <li>• Good knowledge of IT (MS Office, social media, and Unifrog as appropriate)</li> <li>• Achieved or working towards Level 6 qualification in Careers Leadership</li> <li>• Understanding of the school's ethos and values</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Communication (written and verbal)</li> <li>• Listening, networking</li> <li>• Handling detailed and sensitive information</li> <li>• Monitoring, evaluating, and analytical thinking</li> <li>• Strength in working autonomously and in a team</li> <li>• People management</li> <li>• Influencing</li> <li>• Presenting to SLT, students, and parents</li> <li>• Finance/budget management</li> <li>• Event planning and project management</li> </ul>
<b>Problems and decisions</b>	<ul style="list-style-type: none"> <li>• An understanding of school policies, including those relating to curriculum matters and Health and Safety.</li> <li>• The postholder will be required to prioritise work and organise the workload effectively.</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with adults and students</li> <li>• Desire to make a difference in the lives of students in our school community</li> <li>• Flexible, highly organised, and able to multi-task and prioritise work to meet deadlines</li> <li>• Helpful, approachable, with a positive nature</li> <li>• Able to stay calm and diplomatic under pressure</li> <li>• Able to take ownership of tasks and work with minimal supervision</li> <li>• Have exacting standards and a keen eye for detail</li> <li>• Willing to learn and develop own skills</li> <li>• Able to exercise sound judgement, especially relating to confidentiality and discretion</li> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all students</li> </ul>
<b>Specific Skills</b>	<ul style="list-style-type: none"> <li>• Excellent administrative and organisational skills</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent Microsoft Office skills, including Teams and SharePoint</li> <li>• Willing and able to learn and operate new IT systems and databases as appropriate</li> <li>• Able to prioritise and meet deadlines</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all students</li> <li>• This post is subject to an enhanced Disclosure and Barring Service check</li> </ul>



# EXPLANATORY NOTES

## Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
  - a) Why you are applying for this post.
  - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if **we receive sufficient applications for the role or if a suitable candidate is found.**

## Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

## Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 3) Provide proof of eligibility to work in the UK.
- 4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form



## *Conditions of Service*

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

## *Salary*

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

## *Policy on Equal Opportunities*

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment