



Transforming Lives

EDUCATIONAL TRUST

**Ashlawn School
Careers Co-Ordinator
and Adviser**

Recruitment Pack June 2022

Contents

Section	Page
About Transforming Lives Educational Trust	3
Why work for TLET?	5
About the role	6
How to visit and apply	8
Job Description	9
Person specification	11

About Transforming Lives Educational Trust

Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Strapline

Transforming tomorrow, today.

Our Standards

One team, one goal

- ◆ We are totally united and committed to improve life chances.

Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

No excuses

- ◆ We see it, own it, sort it.

Community First

- ◆ If it's important to you, it's important to us – we care.

Our Values

Tend the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utilise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our vision and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of Careers Co-Ordinator and Adviser at Ashlawn School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

This is an exciting opportunity for an enthusiastic careers coordinator to play an integral part in the development of careers at Ashlawn School. The successful candidate will understand the importance of this role in the education system and have a passion to work with young people, enthusing them about the world of work and the opportunities that are available to them as they develop into young adults. The successful candidate will be passionate about the impact good careers advice can have on the students and seek to co-ordinate events to widen their horizons.

The successful candidate will report to the Senior Leader with responsibility for careers and will understand the importance of collaboration and a team approach. They will have a real drive to improve the life chances of our students through the work and advice that they provide. They will demonstrate an ability to motivate and inspire colleagues and students at all levels with responsibility for careers appointments and arranging events to fulfil the Gatsby benchmarks involving employer engagement.

You will ideally have a clear and up to date understanding of the options available to students post 16 and 18 and the qualifications to offer a high standard of careers guidance to Ashlawn students. You will be tasked with keeping ahead of all changes in CAIG in order to deliver both 1:1 and small group sessions. The successful candidate will have good organisational skills to complete the administrative tasks linked to work experience and the communication skills to develop good working relationships with local businesses and education providers.

If you have a proven track record of delivering high quality careers guidance, are highly aspirational and motivated and have the drive to improve careers at Ashlawn School then you should apply for this exciting new role.

Why work for Ashlawn?

- A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed
- Ashlawn is an oversubscribed, outstanding school, well respected within the local community
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, including *ResearchEd*, Rugby, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this exciting opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.



How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline*	
Wednesday 15 June 2022	Position advertised
Monday 27 June 2022	Closing date for applications (9am)
Tuesday 28 June 2022	Final Shortlisting and contact with candidates References will be requested at this stage
Thursday 30 June 2022	Final Panel Process

*Timeline may be subject to change

Job Description

Location:	Ashlawn School
Job Title:	Careers Co-ordinator and Adviser
Salary:	Competitive rate Pro rata: Term time + 5 days
Contract:	Permanent
Start date:	September 2022
Responsible to:	Senior Leader with responsibility for careers
Key relationships:	<ul style="list-style-type: none"> ● Senior Leadership Team – Specifically Careers and Work Experience ● Local businesses and employers ● Key stage leaders and heads of year ● Local enterprise partnership
Job purpose:	To co-ordinate careers guidance, work experience and careers related events across all key stages

MAIN ROLE AND RESPONSIBILITIES:

Careers Advice

- To lead careers advice and administration
- Provide students with impartial and appropriate 1:1 or small group careers advice and guidance and draw up action plans for students
- Identify and prioritise students who are likely to need more support with Post 16 or Post 18 options
- Be available on results days to provide advice for students
- Maintain the database of student destinations
- Ensure students choices are appropriate and ambitious and are aware of the pathway choices that best suit their needs
- Actively engage with parents in order that they are informed and aware of career pathways, including through attendance of parents' evenings
- Lead on careers related interventions and initiatives for target groups of students e.g. Gifted and Talented, Pupil Premium, SEN students
- Help/support run whole school events such as Careers Fairs and Interview Days

Work Experience

- To lead work experience administration
- Develop links with businesses
- Work with students and tutors to provide guidance on securing appropriate placements

Work Related Learning (WRL)

- To lead work related learning administration
- Plan and deliver opportunities for students including careers fair, mock interviews, guest speakers from the world of work and outside events
- Provide advice and resources on CV, applications, job hunting and interview techniques

General

- To activity support the vision, ethos and policies of TLET
- To promote and safeguard the welfare of children you come into contact with
- To carry out other duties as are required and as commensurate with the grade of the post

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



Person Specification

Job Title:	Careers Co-ordinator and Adviser
Reports to:	Senior leader with responsibility for careers

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> • Good general education to at least Level 3 • A relevant professional qualification drawn from careers • A degree level qualification 	<ul style="list-style-type: none"> • A relevant professional qualification drawn from careers at Level 6 or willing to work towards
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working in a busy and varied young person facing role, ideally in a school • Demonstrate effective communication skills with young people, parent/carers and a range of people/colleagues • Experience in careers education and guidance and/or related areas • Previous work with young people and families within an education/social care setting 	<ul style="list-style-type: none"> • Experience in delivering interesting and effective career learning workshops and lectures within a school context
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • ICT competent in using databases, spreadsheets and word • Demonstrate an understanding of issues affecting the careers and post 16 and 18 education • Demonstrate an understanding of issues linked to confidentiality • Ability to work under pressure, re-act calmly to confrontation and experience of working to set deadlines • Ability to work well within a team • Ability to identify and respond to individual student needs, ie. SEND, PP • Demonstrate an awareness of safeguarding issues • Excellent organisational skills and ability to anticipate and prioritise need 	<ul style="list-style-type: none"> • Evidence of working across multiple workplaces • Knowledge of global, national and local labour market developments and trends
Personal Qualities	<ul style="list-style-type: none"> • Have a keen eye for detail • Have a flexible approach to work • Loyal, honest and hardworking • Good sense of personal presentation 	

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).