



Careers and Future Pathways Coordinator & Advisor

TERM TIME, 1 YEAR FIXED TERM

ASSOCIATE PAY SCALE 6
£32.925 FTE

TERM TIME ONLY: 39 WEEKS, 35 HOURS PER WEEK

LEVEL 6 QUALIFIED CAREERS GUIDANCE QUALIFICATION ESSENTIAL

SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

WWW.HARLINGTONSCHOOL.CO.UK

TEL: 0208 569 1680 | EMAIL: ENQUIRIES@HARLINGTONSCHOOL.ORG

PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. Anticipating moving into our new building in November 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email recruitment@harlingtonschool.org) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A D'Onofrio
Headteacher



THE ROLE

Careers and Future Pathway Coordinator & Advisor

SALARY: Associate Pay Scale 6

HOURS: This is a term time only, plus exam results days in August, permanent appointment. The post holder is employed for 39 weeks per year, which includes 5 training days, plus 2 training days in August every year. Full details of employment hours are contained in the contract, but the main working hours are 8am – 3pm, inclusive of a 20-minute break. As this is a term time only position, holidays occur during the published holiday periods of the school.

DAYS AND HOURS:

This is a full-time term time only appointment plus exam results days in August. It is for September 2024 until August 2025 in the first instance.

The post holder is employed for 39 weeks per year, which includes 5 training days, plus 2 training days in September every year. Full details of employment hours are contained in the contract, but the main working hours are 8am – 3pm, inclusive of a 20-minute break. As this is a term time only position, holidays occur during the published holiday periods of the school. The post holder should also be available to support post-school careers events, Parents' Evenings, Open Evenings and GCSE and A Level results day in August. Full details of employment hours are contained in the contract.

HOLIDAYS

As this is a term time only position, holidays occur during the published holiday periods of the school. Time in lieu must be negotiated in advance with the line manager.

SALARY

Scale 6

ROLE:

It is an exciting time to join the team at Harlington School. With a new Headteacher in post since Summer 2022, a new building opened in October 2023 and a new vision for the school, it is the perfect time to join our journey. Harlington is a happy, successful and oversubscribed school, where staff retention rates are excellent. We are a dynamic and passionate team of associate and teaching staff, who put the students in our Harlington family at the heart of everything we do. We employ colleagues who have a passion for working in a diverse, multicultural school.

LINE OF RESPONSIBILITY:

The Careers and Future Pathway Coordinator & Advisor will be directly reporting to the Assistant Head teacher

THE CAREERS AND FUTURE PATHWAY COORDINATOR & ADVISOR:

- is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- shall uphold the school's policy in respect of child protection and safeguarding matters.
- shall be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.



JOB DESCRIPTION

The Careers and Future Pathways Co-ordinator is a member of the Associate Staff Team, reporting to the Assistant Headteacher who is Careers Lead. The post-holder will be responsible for providing individual CEIAG as well as supporting the Careers Lead in whole school provision of Careers and Future Pathways, working to provide impartial careers education, information, advice and guidance to students; and will coordinate and lead on the delivery of quality careers education, ensuring students have access to a wide range of opportunities and experiences to support students to make informed careers choices. The successful candidate will be a Level 6 trained career guidance professional.

JOB PURPOSE:

Ensuring impartial and high-quality careers advice and guidance, the Careers and Future Pathways co-ordinator is responsible for:

- Working with the Careers Leader to coordinate the whole school Careers and Future Pathways programme
- Supporting the Careers Leader in ensuring that Harlington School continues to meet the Gatsby Benchmarks and Provider Access Legislation
- Providing professional and independent Careers Advice and Guidance to students within the school programme including 1-1 and group guidance interviews, ensuring students have a transition and action plan
- To research careers, options pathways and support organisations to meet young people's needs.

KEY TASKS AND RESPONSIBILITIES

- To liaise with the school's Assistant Head teacher in developing and implementing a comprehensive and exciting careers strategy for the school that supports the delivery of the government's career strategy, the successful adoption of the Gatsby Career Benchmarks and to ensure PAL compliance.
- To conduct student focused, impartial and personal career guidance meetings (1:1 basis or in small groups) with pupils to support students make informed, realistic, and adaptable career decisions and ensure students have a transition and action plan.
- To prioritise 1:1 intervention for vulnerable students (PP, SEND, LAC, ECHP) in years 8 to 13 inclusive, working with individual vulnerable students as requested by the Careers Lead, Heads of Year and the SENDCO to reduce the risk of students becoming NEET
- To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- To undertake administrative tasks to ensure it meets the programmes agreed with the Careers Leader
- To organise and provide workshops and other activities to support the development of employability skills and also in support for those students who may be at risk of becoming NEET
- To liaise and negotiate with other organisations, with and, on behalf of young people.
- To work with families and carers to access and facilitate the young person's wider support network where needed.
- To liaise closely with SENDCO and LA on statutory requirements for SEND students ensuring statutory guidance is met.
- Supporting the Heads of Year and tutors in guiding students with post-16 and post-18-options
- To prioritise support and guidance for students and parents at key points in the school year; specifically, KS4 Options Programme and Evening, Post 16 options evening, Year 9 options evening, GCSE and A-level results days.
- To produce and analyse data on destinations (Intended, September Guarantee and Actual) for outgoing Y11s and other data, using this data to inform planning of the career's guidance programme
- To keep up to date with the latest careers or post-school opportunities research, methods, courses and national priorities so that information shared with staff, students and families is current, of the highest quality and conforms to current best practice



- Organising the main Careers and Future Pathways events during the school year, including but not confined to:
- Co-ordinating careers activities such as STEM events, visits to work places, enterprise activities, interview techniques, Apprenticeship Day, Careers Conference, college information talks and other careers related events etc.
- Co-ordinating Year 12 Work Experience including liaising with the external WEX provider, school staff students and parents
- Support the careers lead in liaising with relevant staff regarding careers and employability skills learning across the school and events associated with it.
- Organising careers and future pathways fairs and drop-down careers days, targeting specific year groups or identified students.
- Support the development and maintenance of effective partnerships with local and national businesses, institutions and organisations to support with careers and work experience and create business involvement within curriculum areas
- Creating a regular careers newsletter to share with stakeholders
- Creating materials for and create “up to date” careers displays; ensuring that the displays and reception info screen is relevant and updated on a regular basis with relevant careers information
- Organise careers questionnaires and provision of feedback to support reflective practice.
- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking students, including maintaining accurate records of participation in activities including the use of Morrisby and Compass+.
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- To coordinate and manage the destination tracking of all Year 11, 12 and 13 and ensure that documentation related to the September Guarantee, KS5 destinations and post 18 pathways are coordinated and returned to the LA in a timely manner
- To develop information on CEIAG to be used on school website, organising and updating school’s careers library and appropriate career displays.
- To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the Assistant Head teacher.
- To support and be part of all internal and external inspections as required – OFSTED etc.
- To review and evaluate the quality of provision of careers education and guidance at Harlington School and provide reports for SLT and Governors.
- To develop, organise and maintain efficient systems that underpin the efficiency of the service
- Contributing to the overall ethos, work and aims of the school.
- Other duties of an appropriate level and nature may also be required, as directed by the Headteacher, or the Assistant Headteacher, Careers Lead.

GENERAL

- Attend relevant meetings and training sessions where appropriate.
- Familiarise themselves with GDPR and safeguarding requirements pertaining to careers, ensuring that all processes are compliant;
- Communicate with key contacts
- Key contacts will include:
 - Senior Leadership Team, especially the Assistant Headteacher – Careers Lead
 - Teaching staff
 - The SENDCO
 - Pastoral team
 - External Careers Partners including the LBH Post-16 team and West London Careers Hub



REVIEW OF THE JOB DESCRIPTION

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher
- This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher
- Person Responsible: Headteacher



APPLY:

Applications are to be made electronically using the school application form available on the website. All enquiries and applications via email only to: recruitment@harlingtonschool.org. If you require any further information or wish to discuss this role in more detail please contact the Director of HR and Admin, Vanessa Chettiar via the recruitment email.

We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.

CLOSING DATE: 3rd July 2024

INTERVIEWS: TBC

shortlisting and interviews may take place before closing date for suitable candidates.

If you have not heard from us within one week after the closing date, please consider your application as unsuccessful.

SELECTION AND INTERVIEW PROCESS

APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- HR interview
- Interview panel

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

REVIEW OF THE JOB DESCRIPTION

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Person Responsible: Headteacher.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.



PERSONAL SPECIFICATION

The post holder will need to:

Understand working within a school/education and have worked with/supported a range of children. Reflect on practice and engage in continuous professional development to further develop the skills and knowledge. Required for professional practice. Keep up to date with developments in the sector. Have excellent communication skills. Work as part of a team with the enthusiasm and initiative to be independent.

Personal and Interpersonal Qualities	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School, in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding children and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, solution-focused ‘can do’ approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload including the ability to prioritise workstreams and work independently as well as part of a team, using their own initiative	✓	
Excellent written and verbal communication skills, including to students, parents / carers, teachers and senior leaders	✓	
Good ICT skills, including the ability to use ICT effectively to report and track	✓	
ICT skills to include data manipulation and analysis	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	

Qualifications & Relevant Knowledge, Understanding and Experience	Essential	Desirable
Level 6 qualified Careers Guidance qualification	✓	
Eligible to be on the CDI professional register		✓
A clear understanding of the requirements for successful Careers Information, Advice and Guidance	✓	
An understanding of the government’s career strategy and the Gatsby Career Benchmarks and being PAL compliant.	✓	
Knowledge and understanding of key developments in IAG and the local labour market	✓	
A knowledge and understanding of the school’s role in providing effectively for the individual needs of all pupils, including those with special educational needs	✓	
Demonstrable experience of delivering individual one to one advice and guidance	✓	
Demonstrable experience of delivering group-based advice and guidance	✓	
A clear understanding of the role of CEIAG in the life of a school	✓	
Knowledge and understanding of the full range of choices that students have when making their KS4 options, Post 16 and Post 18 pathway choices	✓	
Knowledge and appreciation of the key pastoral barriers to a child’s educational pathways	✓	
Studied to a minimum standard of GCSE (grade A*–C/ 9-4) or equivalent, in English and mathematics.	✓	
Experience of working with students aged 12 to 18 in a secondary school setting	✓	
Experience of working closely with parents and carers to meet common objectives	✓	
Experience of leading whole school careers activities and events		✓
Experience of co-ordinating Work Experience		✓



Knowledge of relevant GDPR requirements pertaining to careers, or willingness to undertake appropriate training	✓	
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Skills & Abilities	Essential	Desirable
Ability to build and form good relationships with colleagues and external stakeholders, to ascertain needs and ensure that all aspects of events detailing is facilitated, and plan and coordinate their activities as required	✓	
Ability to plan effectively, setting priorities and targets for implementation	✓	
Able to work flexibly and respond to planned and unplanned situations. Proactive approach to handling issues and troubleshooting any emerging problems on events day.	✓	
Ability to oversee all stages of Careers events management, manage multiple projects concurrently, and keep to deadlines	✓	
Good standard of numeracy and literacy skills.	✓	
Can use ICT packages (eg Word, PowerPoint, Excel and Publisher) and camera equipment effectively	✓	
Be able to use Morrisby and Compass+ software or similar products	✓	
Use data to analyse and prioritise workstreams	✓	
Enthusiastic and complimentary promotion of the school and our students to external stakeholders	✓	
Follow-through and willingness to conduct pre-and post-event evaluations, reporting on the outcomes.	✓	
Commitment to compliance with all insurance, legal, health, and safety and GDPR obligations	✓	



SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. The School has been in the top quintile nationally for FSME6, EAL and mobility for a number of years, but since 2016, we have moved nearer to the national average for deprivation, although we are still in the 4th quintile. Prior attainment on entry is below the national average in all year groups, but the number of highly able students is increasing year on year. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an Arts Mark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review: <https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent Ofsted Section 8 inspection in April 2018, the school was judged as continuing to be Good. <https://reports.ofsted.gov.uk/provider/23/102451>

NEW TO THE TEACHING PROFESSION?

Your training and development needs are fully supported in your ECT years and beyond. We have a full-time professional tutor in addition to your faculty mentor, to guide and support you and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and we give you a classroom that is located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods you teach but also the number of classes that you are responsible for, in your first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as you develop your craft, and we encourage you to share in your successes, but also not be afraid to ask for help if you need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement.

TEACHING STAFF: LEARNING, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since Ofsted judged it to be good in 2015, and this was reconfirmed in the recent 2018 Section 8 visit. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.



We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students. We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high-quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher-level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.

BY BUS
U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

BY RAIL
Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

BY CAR
Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

