



Ark Greenwich Free School

Careers and Post 16 Lead

Reporting to:	Deputy Headteacher
Location:	Ark Greenwich Free School
Contract:	Permanent
Working Pattern:	Full time; term-time only plus 10 days Typical working hours are 8am – 4:15pm
Start date:	September/October 2024
Closing date:	Friday 20th September 2024 at 9am
Salary:	Ark Support Scale 6: Pay points 8 – 13 [£28,998 - £31,344] Pro-rata

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early to avoid disappointment.***

Ark Greenwich

Click [here](#) to view our school video.

At Ark Greenwich we take the wellbeing and workload of our staff seriously. We are committed to sustainable high performance and recognise our staff are our primary resource. To find out how we approach staff wellbeing and workload, please click [here](#)

We are seeking to appoint an exceptional Careers Lead who will be fully committed to all aspects of our school vision and our values. You will be joining a team of dedicated staff who go the extra mile to make a real difference to the children in our care. If you are committed to making a lasting difference in our local community and want to work in a seriously ambitious, respectful and high performing school, this could be the job for you.

The typical working pattern for this role is 8am - 4:15pm although there may be flexibility if required.

Ark Greenwich is a new, ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and scholars can feel valued and fulfil their potential. **We are one of the highest performing schools in the UK. Progress 8: +1.2, Attainment 8: 6.3, EM4+: 91%, EM5+: 81%, EBacc entry rate: 90%.**

Ark Greenwich exists to empower young people, regardless of socio-economic background, to grow and be successful. This is an ambitious and forward-thinking school that encourages innovation and values its staff. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our

scholars. Expectations for all members of our community are unashamedly sky high. We work tirelessly to impact the lives of the young people we serve.

How is Ark Greenwich different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- **Staff wellbeing is one of our main priorities.** We provide breakfast for staff each morning, lunch for early careers staff and have a 6pm/weekend work-related communication cut off. **We do not do knee jerk reactions, fads or last-minute deadlines.** Our systems and processes for communication, marking and feedback and assessment are streamlined and **the approaches we take are research led** and based on our local context. We offer a WFH day to HoDs for curriculum design and also offer external marking of scripts to support workload. Our full approach to staff wellbeing/workload can be found [here](#).
- This is a small school model (600 scholars aged 11-16) because we believe that our close-knit family community provides the optimum conditions for success.
- **Scholar behaviour is exceptional** with clearly defined and embedded routines. This means our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our scholars.
- This is a strict no excuses, **no mobile phone school.** Phones are not permitted onsite at all. Scholars wear business dress to prepare them for a professional career.
- Our curriculum is traditional and academic, and we do not take shortcuts to seek to boost our position in school league tables – we do not, for example, offer equivalencies such as Btecs or Vcerts. >90% Ebacc entry rate.
- We put **high-quality teaching at the heart of what we do.** We are committed to providing staff with weekly high-quality training. We run coaching for staff who want to see rapid progress in their discipline. Live coaching and current best practice in the field of education is central to our approach.
- **We don't grade individual lessons or ask for lesson plans** but we do place a primacy on curriculum design, independent learning and formative assessment.
- Our scholars enjoy a compulsory co-curricular program on a Wednesday afternoon which includes a strong focus on community volunteering and we facilitate 12 drop-down days per academic year ensuring scholars benefit from a range of life-enriching experiences.

Alignment with the school's vision, values and approach to education is essential.

The Role and the Department

Our ideal candidate will be a driven and passionate person with the ability to learn from feedback and a hunger to constantly improve and develop. We are looking for someone who can work independently, roll their sleeves up and excel at what they do. You will need to be calm, highly organised, and self-confident, with excellent communication and interpersonal skills.

The post requires close collaboration with colleagues but will also involve working on your own initiative to find the best approaches to supporting our scholars and various staff members. You will need to be a cheerful and organised self-starter, flexible and adaptable, with a helpful, friendly and inclusive approach.

You would be required to oversee the careers and Post 16 Provision. This role includes, but is not limited to:

- Liaising with local Post 16 providers and Grammar schools to ensure that our scholars are well equipped with next steps.
- Holding a range of 1:1 Post 16 meetings, Careers meetings and Year 9 Options meeting.
- Tracking the school's progress against the Gatsby Benchmark.
- Organising Year 10 Work Experience and other Key Stage 3 and Key Stage 4 industry experiences.
- Supporting the Deputy Headteacher with the Post 16 Strategy.
- Tracking student data using platforms such as Unifrog.

If you would like to speak with the Deputy Head directly, please email Mr Clarke at dclarke@arkgreenwich.org or call us on 0208 319 3692.

About Ark Schools

Ark is a network of high-achieving, non-selective schools and one of the country's top-performing academy groups. We run 38 academies in London, Birmingham, Hastings and Portsmouth educating more than 26,000 scholars. 83% of Ark schools are now rated as good or outstanding by Ofsted.

Our aim is to create outstanding schools that give every scholar, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Greenwich, please visit our website via www.arkgreenwichfreeschool.org

Closing Date: Friday 20th September at 9am. The school reserves the right to close this advert early should the right candidate be found. Interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.

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The Role

As the Career Lead, you will provide a high quality of career provision across Year 7 - 11. You will ensure both scholars and parents fully understand the intent of the career provision, implement this through career tutor sessions, enrichment, drop down days, overseeing our Unifrog platform, liaising with guest careers' speakers, 1:1/group guidance and delivering the post 16 project in key stage 4. This will set scholars up to fulfil the school value of ambition with every scholar having a clear career goal to stand shoulder to shoulder with any peer across the country.

Job Purpose

- To design, oversee and implement the school's 5-year statutory career guidance and progression programme, including the post 16 project which includes work experience, post 16 application support, progression interviews and completion of references.
- To have a data driven approach to careers' education in order to track and organise appropriate employment interactions for each of our scholars.

Key Responsibilities

Management and Resources

Careers guidance and progression:

- Design, oversight and implementation of an ambitious AGFS careers curriculum.
- The will include oversight and implementation of the KS3 and KS4 careers map, including work experience and Post-16 destinations, the design and resourcing of the AGFS 5 year careers map and liaison with the person in charge of personal development to ensure careers is an integral part of this.
- Monitor and report on the impact of the AGFS career provision, including work experience and post 16 destination data.
- Ensure the post 16 data is accurately submitted to the Ark Central and the Royal Borough of Greenwich.

- Oversee the correct handover of school files to the post 16 providers for all scholars including SEND.
- Ensuring the school fulfils the Gatsby Benchmarks through tracking the provision of careers.
- Implementing the use of unifrog across the whole school and monitoring the provision of this.
- Communicating effectively with post 16 providers, parents and scholars.
- Ensure all statutory careers requirements are fulfilled.
- To liaise with a range of external agencies including guest speakers and strategically matching their sessions with the appropriate scholars.

Professional Development:

- Undertake required training in order to perform your daily duties to the highest standards.
- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities.
- Ensure you understand your professional responsibilities in relation to school policies and practices.
- Evaluate your own practice critically and use this to improve your effectiveness.
- Engage, positively, with the AGFS performance-management system.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Organise the ordering of book prizes for prize evening
- Help run the stationery shop in the morning.
- Support with GCSE results day preparations and advice services.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Careers and Post 16 Lead

Qualifications

- Maths and English to grade C GCSE (or equiv)
- A degree level qualification (desirable)
- Ideally, a recognised qualification for careers - Level 6 in (Careers Education, Information, Advice and Guidance), although this can be delivered alongside the role

Knowledge, Skills and Experience

- Experience of delivering the intent, implementation and impact of a careers programme
- Experience of working with post 16 providers
- Experience of planning career resources and organising career trips
- Experience of working in a library within an educational institution or similar, and undertaking leadership and management activities therein (desirable)
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills
- Able to effectively disseminate information in a range of different media
- Capable of developing and using a range of resources to support the delivery of learning

Behaviours

- Genuine passion for and a belief in the potential of every scholar
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every scholar should have access to an excellent education regardless of background
- A contagious enthusiasm for careers and Post 16 and all that it can offer
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all scholars
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.