

JOB DESCRIPTION

POSITION	Careers Officer
SALARY	£18,000 - £20,000 Pro Rata - £34,162.08 - £37,957.87 (FTE)
FULL TIME EQUIVALENT	39 weeks plus 1 week
CONTRACT TYPE	Permanent (3 days per week)
RESPONSIBLE TO	Senior Leadership Team
RESPONSIBLE FOR	N/A
LOCATION	MVPA

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

Mossbourne Victoria Park Academy (MVPA)

At Mossbourne Victoria Park Academy (MVPA) we continue to build on The Mossbourne Federation ethos to provide an exceptional education for all pupils in our care. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfil their true potential. Our staff deliver excellent lessons; our pupils enjoy a vibrant enrichment programme and have access to debate, speech making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our pupils.

Job Summary

The Careers Officer will make sure our students are fully prepared for the transition to Sixth Form, College or Apprenticeships. They will work with Senior Leaders at MVPA, Federation staff and external agencies, to organise a range of high quality opportunities for students. These will include careers fairs, assemblies, access to external speakers and visits to colleges, Sixth Forms and apprenticeship providers. The planning and smooth running of these events will be crucial if students are to succeed after MVPA.

Duties and Responsibilities

- The development and implementation of a clear strategy for careers guidance, ensuring use of the National Careers Service resources
- Liaising and working with careers guidance professionals, employer networks, local colleges and other providers to ensure that students are well supported in making decisions about their career pathways
- The development of a pathway approach to ensure students access appropriate post 16 provision to develop to their full potential
- Organising targeted intervention for students selecting post 16 pathways
- The organisation of assemblies and visiting speakers to ensure a full understanding of routes available at further education colleges, independent learning providers, and community and skills providers
- Arranging careers activities such as engagement with local employers and work-based education and training providers to offer all young people insights into the world of work
- Working with local colleges and universities for first-hand experience of further and higher education including shadowing, enterprise clubs, employer talks and links with local higher education institutions
- Working with the Head of Inclusion to ensure students with learning difficulties and/or disabilities receive appropriate advice and guidance, including information on the full range of specialist provision and support available across providers. This will include with local authorities in their provision of SEN support services
- Working directly with students in relation to careers education including the organisation of:
 - Careers days, weeks and events
 - Employer visits/ talks
 - Assemblies
 - Workplace visits
 - Work 'taster' events such e.g. games and competitions
 - Careers fairs and career networking events
 - Taking responsibility for organising work experience experiences
 - In liaison with the Head of Year, to identify students requiring support/intervention
 - Planning, organising and running trips in line with the Careers focus

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	
Experience				
E	<ul style="list-style-type: none"> Demonstrable experience of working in similar educational environment 	✓	✓	
E	<ul style="list-style-type: none"> Successful administrative experience, ideally in an educational environment 		✓	
E	<ul style="list-style-type: none"> Be committed to the Academy's ethos and aim to raise the aspirations and attainment of all learners 	✓		
E	<ul style="list-style-type: none"> Be committed to ensuring all students receive appropriate support, advice and guidance in their Post - 16 pathways 	✓		
E	<ul style="list-style-type: none"> Have a thorough knowledge and experience of implementing the government's most recent guidance for (CEIAG) Careers Education Information Advice and Guidance 	✓		
	<ul style="list-style-type: none"> Have the initiative to enable them to secure excellent provision for Mossbourne students in respect of work experience 	✓		
E	<ul style="list-style-type: none"> Excellent oral and written English and outstanding communication skills 	✓	✓	
E	<ul style="list-style-type: none"> Excellent organisational, literacy and numeracy skills 	✓	✓	
E	<ul style="list-style-type: none"> Ability to work independently and part of a team, contributing to department and whole school INSET 		✓	
E	<ul style="list-style-type: none"> Ability to develop and maintain positive relationships with teachers, support staff and parents 	✓		
Qualifications				
D	<ul style="list-style-type: none"> ✓ Be educated to good degree level or equivalent (Office Skills/Business Administration) 	✓		✓
IT knowledge				
D	<ul style="list-style-type: none"> Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point, Access) 		✓	



M O S S B O U R N E

F E D E R A T I O N

	<ul style="list-style-type: none"> Ability to swiftly adapt to and utilise new/various systems/software 		✓	
Behavioural Competencies				
D	<ul style="list-style-type: none"> Strategic approach, ability to see the 'big picture' and also think 'outside of the box' 	✓		
E	<ul style="list-style-type: none"> Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard 	✓		
E	<ul style="list-style-type: none"> Must have the upmost integrity as well as high levels of motivation and commitment 	✓		
E	<ul style="list-style-type: none"> Proactive approach and efficient time management and prioritisation skills 	✓		
	<ul style="list-style-type: none"> Be self-motivated, demonstrating an ability to work independently and flexibly within Academy structures 	✓		
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required to so in order to fulfil the requirements of the role 	✓	✓	✓
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	✓
E	<ul style="list-style-type: none"> Recognise your role as part of the succession of Mossbourne 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of Safeguarding all students and adults 	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees



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Without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.