



St Mary's School

C A M B R I D G E

WORK EXPERIENCE COORDINATOR/ CAREERS ASSISTANT

September 2018

St Mary's School
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St Mary's School Cambridge

St Mary's School, Cambridge is an independent day and boarding school for girls aged 4 to 18.

Situated in the heart of the academically and culturally vibrant city of Cambridge, the School offers a safe and secure learning environment for girls. A Christian school in the Catholic tradition and founded on the principles of Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education; we provide renowned pastoral care, understanding and individual support that encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

There are 180 girls in our Junior School, 400 girls in the Senior School and 100 in our Sixth Form. A fifth of the girls at the school are boarders. Reflecting the cosmopolitan community of Cambridge, 14% of students at the school are from overseas, from 34 countries. Building on our 400 year tradition, St Mary's School, Cambridge belongs to an active international network of over 200 Mary Ward schools worldwide, presenting many exciting and innovative opportunities for its students.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. The staff are exceptionally dedicated and a very close knit community and our girls are genuinely delightful.

Work Experience Co-ordinator/Careers Assistant

Job Description

Job Title: Work Experience Co-ordinator/Careers Assistant

Accountable to: Head of Careers

Job Purpose: To assist the Head of Careers in ensuring our students are well prepared to meet the demands of the complex modern world, as articulate, responsible young adults, able to make judicious decisions about their futures.

Job Summary

The successful candidate will be based in the Careers Office in the Sixth Form Centre which will be their main sphere of operation. Chief responsibility will be to the lower and upper Sixth Form year groups and this will entail working with the students on a one to one basis, small group tutorial basis and, on occasions, whole year group or even whole Sixth Form basis. The work will be sourcing appropriate work experience placements; sharing up to date and knowledgeable careers information and advice; training and advice on CV preparation; assisting the Head of Careers in delivering the careers programme. This will entail networking to maintain a healthy directory of contacts as well as attending seminars and conferences in order to keep abreast of current good practice in careers and job market information. Time will be spent reading and researching online resources for the same purpose.

As a result of the above the candidate should be in a position to provide high quality work experience and service opportunities, placements, activities and documentation, which meet with all legal and insurance requirements and match the standards expected of St Mary's School.

Work Experience

- Coordinate a Work Experience programme for the Sixth Form students (primarily Year 12). There are well documented procedures in place to ensure that the placement process operates smoothly and effectively. The Head of Careers will give guidance and advice on all stages of the process.
- Deliver CV training to Year 12 (materials provided) and follow up to ensure that the students have a suitable CV to send to potential Work Experience providers.
- Source and offer suggestions, oversee and support the application process and arrange the necessary paperwork of a Work Experience/Volunteering programme for the Sixth Form.
- Ensure that all paperwork is in place with employers, students and parents before sending students out. Lodge copies of Risk Assessment with the Health and Safety Manager and liaise with them when necessary. Ensure all employers have correct insurance in place.
- Act as the point of contact for the Work Experience Providers and the students/parents for the duration of the Work Experience placement and deal with any problems that arise. This requires careful liaison with the Head of Careers to ensure adequate cover during placements that take place in the school holidays.

- At the end of each placement, thank the placement provider and ask them to complete a feedback form on the student which can then be shared with the students' tutors.
- Gather feedback from students about their work experience placements and keep for future reference including the Work Experience Convention.
- Regularly update the information on the key work experience spreadsheets.
- Liaise as necessary with the Head of Marketing about any positive publicity that arises and proactively market opportunities to the girls as they arise.

Insight Events

- Research possible Insight events and courses and advertise these to the Sixth Form – using the information and resources we already have and searching out new opportunities.
- Update relevant spreadsheets with this information – both the general 'Information sent to Sixth Formers' spreadsheet and the 'Lower 6 Work experience, Insight events and Courses' spreadsheet after students have attended an event.

Careers Programme

Assist the Head of Careers in delivering the school careers programme. This will include:

- Assisting in organising the following events: biennial GSA STEM Conference; biennial Careers Fair; annual Careers Speed Networking evening; Junior School Careers Week. This includes attendance at the events.
- Assist in the delivery of the Sixth Form careers programme: Sixth Form Open Evening; Careers/Work Experience questionnaires; Work Experience Convention; CV Training; Kudos software training; Financial Awareness; Interviews Skills; Apprenticeships; Gap Year opportunities; One to one career interviews. This includes attendance at these sessions.
- Assist in the delivery of the Year 7 – Year 11 careers programme: Transition morning; Careers lessons; Kudos software training; Employability days.
- Attend Open mornings and Sixth Form Open evening.

Careers & Work Experience Resources

- Oversee and manage the material in the Careers Library
- Maintain up to date, visually interesting and thought provoking displays on noticeboards
- Update university prospectuses ready for the start of the Autumn term
- Assist in sourcing external speakers including alumnae and current parents and maintain an accurate database of links
- Liaise as necessary with the LRC Librarian and Head of Sixth Form

Communication

- Assist the Head of Careers to maintain, develop and update all Careers Department entries and documentation on the school intranet, and website, including Careers policies and booklets.

Networking

- Attend occasional networking events throughout the year, including in holiday time if necessary

Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> • Prior experience of careers advisory provision and/or Human Resources 	<ul style="list-style-type: none"> • Degree level education • Careers qualification
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Experience of teaching, educational delivery, or training • Proficient in the use of MS Office and databases 	<ul style="list-style-type: none"> • Knowledge of profiling or psychometric systems • Knowledge and understanding of how independent boarding and day schools operate
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Good organisational skills • Ability to make and develop contacts and initiate opportunities. • Excellent interpersonal skills and the ability to communicate effectively and appropriately with pupils, staff, employers, alumni and external bodies. • Strong written communication skills • Ability to build trust and engage students: coaching, advising, facilitating and encouraging. • Effective problem-solving skills and uses their own initiative. • Able to work independently with initiative but also as a flexible team player. • Ability to build connections and strategic working relationships. • Be committed to your own personal development; a commitment to remaining up to date 	

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Professional • Resourceful and resilient • Ambitious to secure the highest standards • Dedicated and reliable • Calm under pressure • 'Can do' attitude with a sense of humour 	
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Terms and Conditions

This is a part-time role working 23 hours per week, over four or five days, during term time and an additional 3 weeks during the school holidays. This equates to an additional 69 hours which will be used for Inset days, and some attendance in the office when the students start their work experience placements (e.g. in February half-term, Easter, May half-term and the middle of July).

You may be required to work such additional hours as the needs of the job require. No extra payment will be made for this additional time but time off in lieu will be given with the agreement of the Head of Careers.

The salary for this position is £11,631.96 (£24,273.60 FTE). Actual salary

Benefits

- 5 weeks holiday plus Bank Holidays which must be taken during the School holidays
- Contributory pension scheme
- Fee remission of 33% for staff (pro rata for part-time staff) with a daughter at the School. This is in accordance with the School's policy which may be subject to change
- Free school lunch
- Cycle to work scheme
- Child care voucher scheme

Applications

Closing date for applications: Monday 30 April 2018

Interviews to be held during week commencing 7 May 2018

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspirations, capabilities, interests and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes and professional behaviours.

You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The five outcomes of the Every Child Matters Agenda are central to the way you carry out your responsibilities – these are developing students' awareness of:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Economic well-being

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.