

Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2PL

Appointment
of
Careers Leader

Contact Details:

Tel: 023 80269026
Email: recruitment@toynbee.hants.sch.uk
Website: www.toynbee.hants.sch.uk/recruitment

Application Details

I have enclosed with this pack the following details:

- The Pastoral Team
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toyndbee School website. See link: www.toyndbee.hants.sch.uk/recruitment

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Job Description – Careers Leader

Toynbee School Job Description			
Post	Careers Leader	Current Post Holder	
Allowance/ Scale	EHCC Grade E	Date Reviewed	
		Signed	

Job Purpose:

The careers leader will take the lead responsibility and accountability for the delivery of the school's programme of careers advice and guidance.

Duties and responsibilities:

- Lead the careers team, including teachers, administrators, external partners, and any other staff members who deliver careers guidance
- Prepare and implement a careers guidance development plan
- Review and evaluate the school's careers provision, ensuring the school meets all statutory requirements for careers.
- Provide information for school improvement planning, Ofsted, and other purposes as required.
- Report on all matters relating to careers to senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website
- To be the school lead for Work Experience, including organising placements, liaising with providers, ensuring statutory administration is in place and communicating with staff, parents and pupils.
- Working closely with the SLT, plan and deliver a careers programme for all year groups
- Brief and support staff members involved in careers guidance or who provide initial careers information
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Manage the work of careers staff and support tutors who are delivering careers advice
- Manage the careers section of the school website, ensuring that information is accurate and up to date

- Refer pupils to careers advisers
- Communicate with pupils and their parents on all careers related matters
- Engage with relevant subject leaders (such as the HOD PSHE lead) to plan their contribution to careers guidance
- Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
- Establish and develop links with employers and work experience providers
- Liaise with careers leaders in other schools and share best practice
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Other activities deemed suitable by the SLT in consultation with the Headteacher.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Careers Leader at Toyndbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toyndbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toyndbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toyndbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher