



# St Paul's Way

Education • Foundation • Trust



## Candidate Information Pack

Careers Education and Guidance Manager

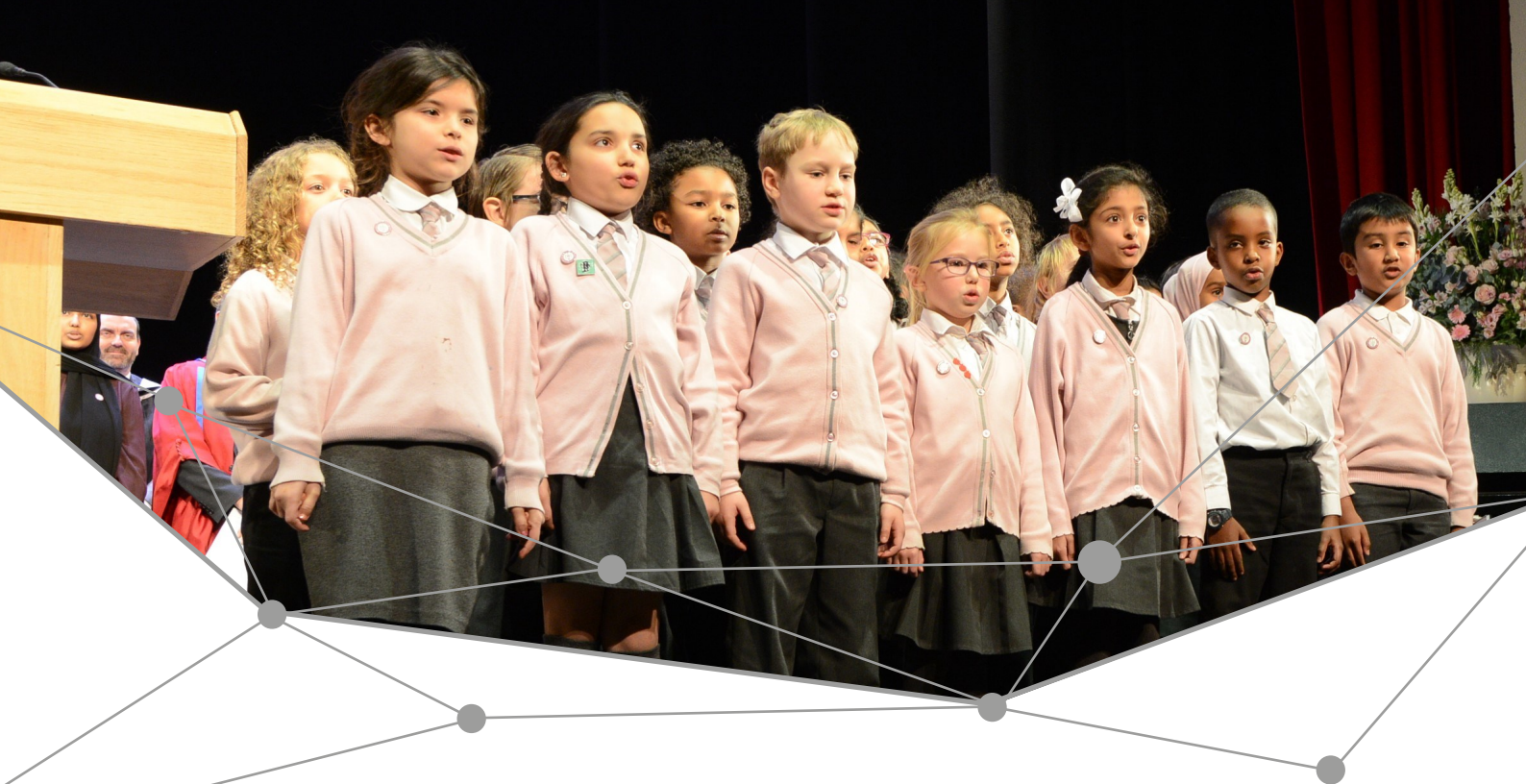
Maternity Cover

*'the best place to learn in, the best place to work in  
and the best place to partner with'*

UST

University Schools Trust





“ Providing transformational educational opportunities for all children... ”

---



# St Paul's Way Trust School

## University Schools Trust

---

### Contents

Welcome	5
The University Schools Trust	7
Our School	9
Our Offer to you	6
Development and Networking Opportunities	10
Job Description	12
Person Specification	15
Application and Selection Process	16







# Welcome

---



At St Paul's Way Trust we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

Our undergraduate curriculum, which promotes both academic excellence and the development of well-rounded citizens, is the result of very close work with two of our Trustees: Queen Mary University of London and King's College, London. It is precisely because of our unique relationship with these Higher Education institutions, alongside our other University Trust Partners, including Warwick University, University College London, The University of Greenwich and the University of East London, that we are able to provide this exciting, relevant and robust learning experience.

---

***Philip Akerman***

Executive Headteacher

The superb outcomes and the impressive university/career destinations achieved by our students, are testament to the success of our model and our belief that every child can fulfil their potential. Our accomplishments, however, have always been underpinned by the strong partnership forged with our families and the local community.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

[www.spwt.net](http://www.spwt.net)

If you are interested in applying for the post and would like to arrange an informal discussion or a visit to our school, please contact Cleo O'Flaherty on:  
020 7987 1883 or  
email [coflaherty@spwt.net](mailto:coflaherty@spwt.net)

# Our Offer to you

## Exceptional outcomes

- Exceptional A-Level results
- 96% of SPWT graduates going on to study at university.
- Most oversubscribed school in the borough
- Top attendance in the borough.

## Bespoke career pathways

- Teacher Development Trust 'Bronze' award for professional learning
- IOE accredited leadership courses (NPQML/NPQSL/NPQH)
- Lead Practitioner development programme
- Bespoke career pathways for teaching and non teaching support staff.
- Faculty-led CPD budgets.

## Partnerships

- University partners including those from Russell Groups.
- UST lead school.
- Opportunities to positively affect student life chances in schools across London.
- Annual Science Summer School hosted by Professor Brian Cox, the school's patron.

## Attractive pay/conditions

- Inner London pay spine.
- Access to car parking facilities.
- Finance guidance and support.

## Great location

- Located on Hackney/Tower Hamlets border.
- Walking distance from Victoria Park/Mile End Park.
- Easy access to the Central line and Devons Road DLR.
- Short commute from Canary Wharf.
- Short commute to Westfield Stratford.

## Unique curriculum

- Music scholars programme.
- Faraday school.
- Academic sixth form.
- Lead members of the Tower Hamlets Art Network (THAT).
- Inclusive provision including Deaf Support Base.
- Greenhouse tennis provision for students.

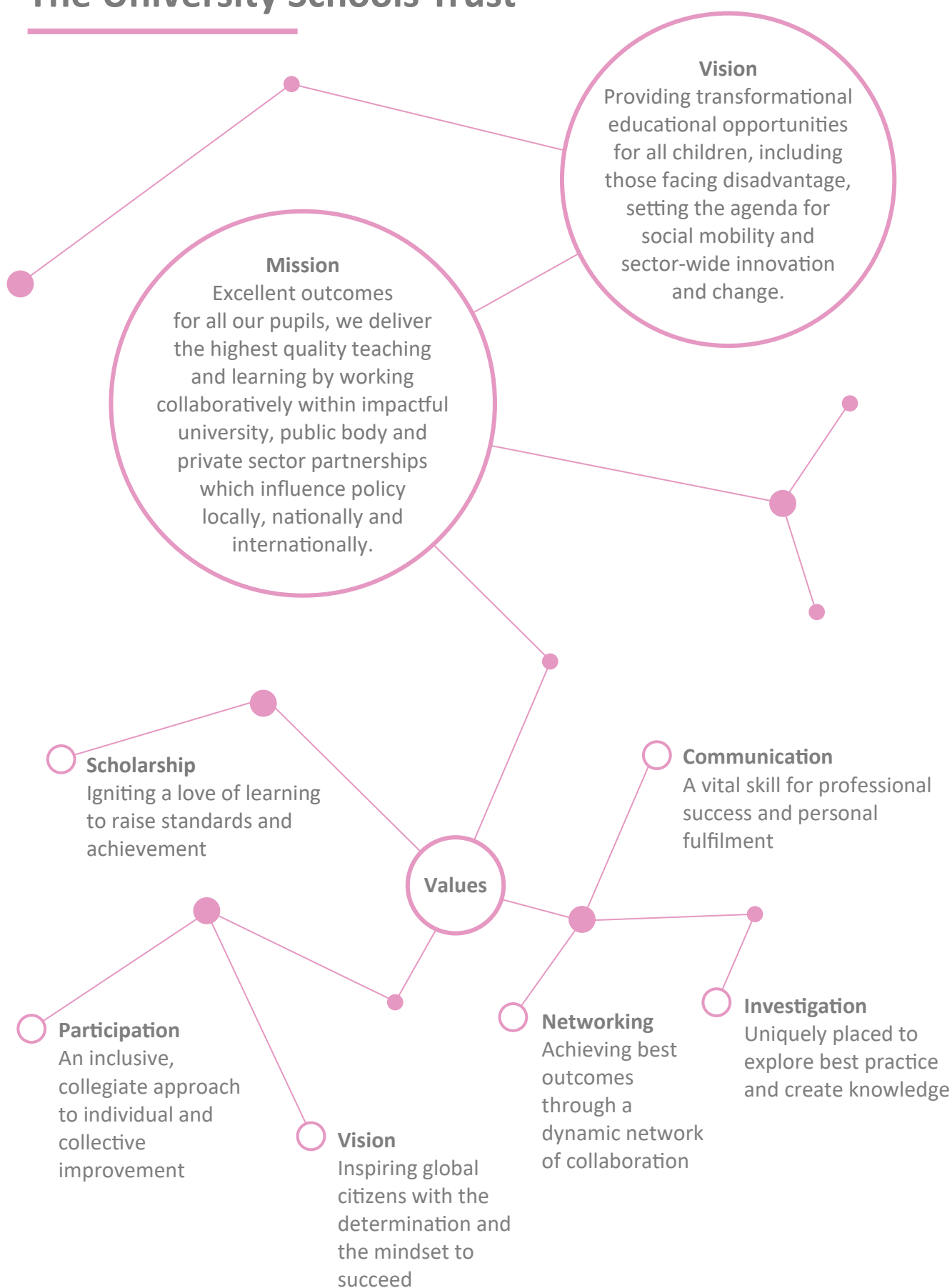
## Workload and well-being

- 'Purposeful practice' workload tool.
- On-site gym access.
- Local incentives/discounts.
- Access to Cycle/Tech scheme.

## Policies driven by professionals

- Faculty lead feedback policies.
- Teacher led curriculum design.
- 'Purposeful practice' staff consultation to reduce teacher workload.

# The University Schools Trust







The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

[www.ust.london/444/school-of-education](http://www.ust.london/444/school-of-education)



# Our School

---

St Paul's Way Trust School is the secondary phase of an all-through school with St Paul's Way Foundation School. The school consists of 1,189 students on roll.

The school plays a pivotal role within the local community. The school received 540, 1st choice applications for the 2019 intake in year 7, making it the most popular school in the borough for the fifth consecutive year. We have created a culture that is committed to ensuring that students and staff excel. Leaders are relentless in ensuring that students receive the highest quality of provision in terms of curriculum and extracurricular opportunity.

Through the school's extensive network of partnerships through the University Schools Trust and beyond, there is a culture of high expectation of outcome beyond just the classroom and students are offered an extensive range of opportunities to excel. Leaders are ambitious in their vision for the school. They continually set and achieve ambitious targets in terms of student outcomes, attendance, and destinations.

In 2017-2018, 98% of students from SPWT Sixth Form went to university. 66% of students went onto study at Russell Group Universities. Ambitious targets have been set for this year's GCSE and A Level outcomes, in keeping with the trend of high performance at both Key Stage 4 and 5 that exceed both local and national averages.

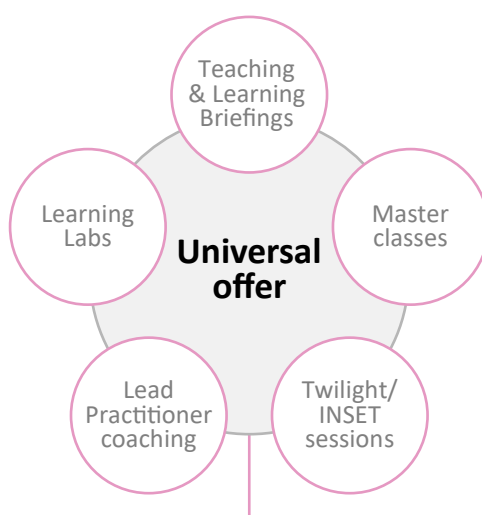
St Paul's Way Trust School provides an inspirational physical learning environment for children and young people, and warmly welcomes the community. Secure access between public and private areas enables pupils and members of the local community to easily access the school's extensive dual use community facilities, which include a theatre and a large public sports provision.

The school benefits from a Science Research Centre; a project managed by Queen Mary University of London (QMUL) and an additional set of outdoor tennis courts that were completed in Autumn 2018, funded by extended grants from London Marathon Trust and the Tennis Foundation.

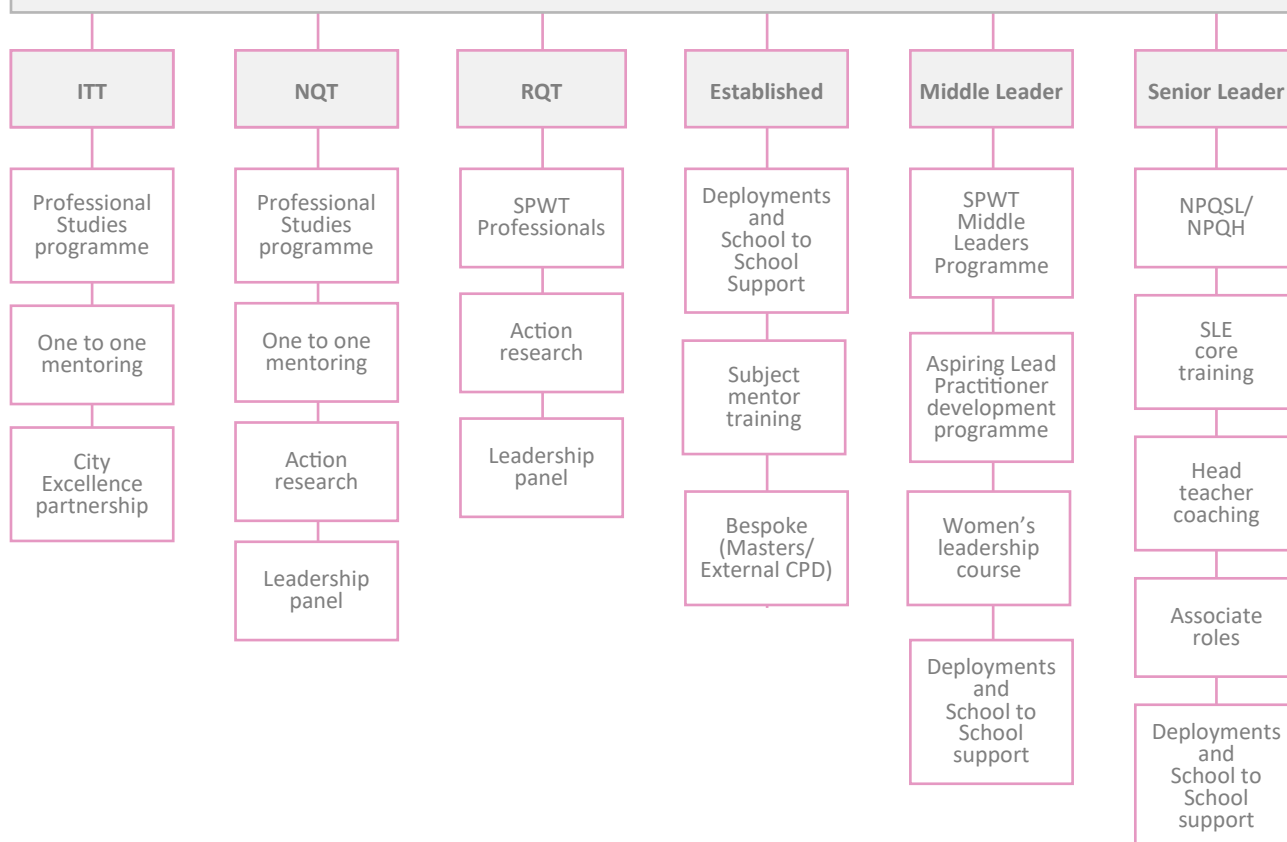
# Development and Networking Opportunities

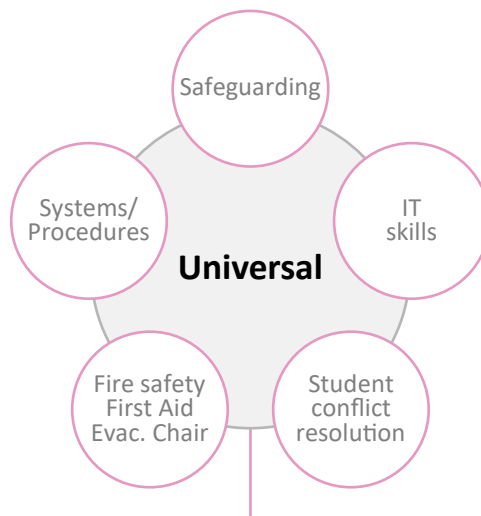
SPWT offers all staff teaching and non-teaching opportunities to train and develop as professionals at all stages of their careers.

## Our CPD Offer:

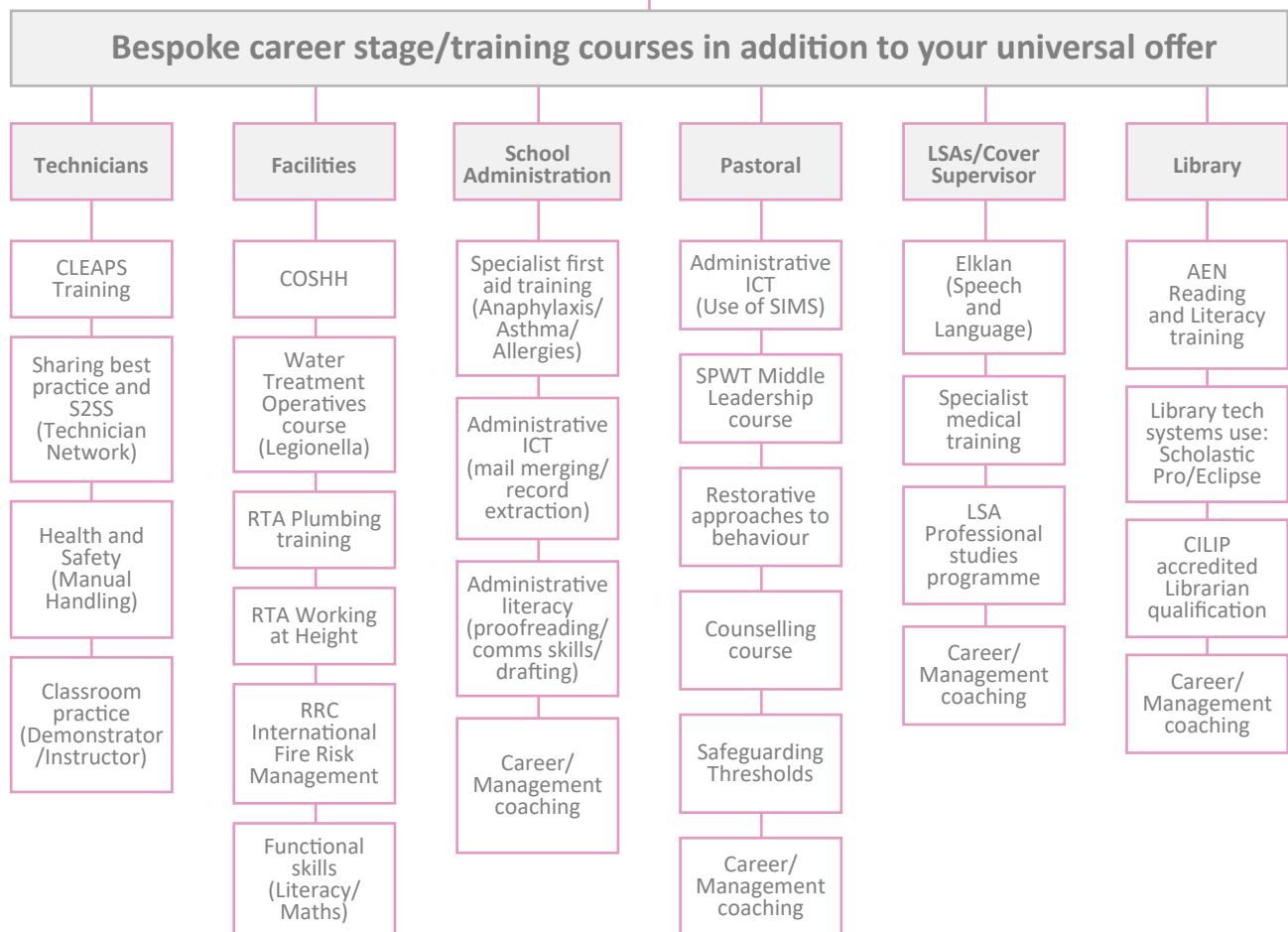


## Bespoke career stage courses in addition to your universal offer





## Our CPD Offer: The School Community







## Job Description

<b>Job title:</b>	Careers Education and Guidance Manager	<b>Department:</b>	Key Stage 3,4 and 5
<b>Start Date:</b>	November 2021	<b>Grade &amp; Salary Range:</b>	SO1 TTO + 3
<b>Line Manager:</b>	Deputy Headteacher	<b>Contract Type</b>	Fixed Term 1 Year , Maternity cover

### Job Description

To be the direct contact for all students at SPWT for careers education, advice and guidance (CEIAG)

To enrich and broaden the learning experiences and aspirations of students at St Paul's Way Trust School through the development of learning opportunities with a wide range of Trust Business and Community Partners

To oversee the work of Year Team Leaders and Heads of Faculty in terms of their delivery of CEIAG

### INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee. Through our influential trust partners, we have increased the scope of our work and the opportunities available to students and our staff.

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

## **DUTIES AND RESPONSIBILITIES:**

- To work directly with students, identifying their personal ambitions and developing action plans to support their careers
- To be the key school link for the Tower Hamlets Education Business Partnership, Tower Hamlets Careers Service and other trust and business partners where relevant
- To supervise the school's Careers Hub, offering surgeries for students facilitating workshops from external providers
- Planning and arranging IAG events ensuring a good cross section of employers, FE and HE establishments are represented, including Pathway events, Parents' evenings and 6th Form Open Evenings
- To develop an IAG programme for parents and careers
- Develop IAG resources across the school including an IAG library, ensuring that resources are up to date and relevant to meet the needs of the students in respect of careers, vocational courses HE and FE information and guidance.
- To establish and maintain the whole school calendar on all CEIAG provision
- To run the readiness for work experience programme for students at Key Stage 4, ensuring particular involvement from Trust Partners and community partners
- To take responsibility for the mentoring programmes for Year 11, students which supports post 16 and post 18 destinations
- To organise offsite and residential trips for students in accordance with the Residential and Offsite Trips Policy to access opportunities for developing their employability skills and learn about careers
- To engage with the wider staff body to ensure that procedures are followed and support in the effective coordination of school trips
- To hold and maintain records of all students who are identified as being at risk of becoming 'NEET' and ensuring that these are up to date
- To develop links with a range of Trust and Business partners who will then be able to support the curriculum through extended work placements internships, trips and visits, direct links to the curriculum and additional enrichment opportunities
- To work with the DoL Sixth Form and the Higher Education Co-ordinator to find work placements, visiting speakers etc. as necessary.
- To work with Year Team leaders and meet with them each half term to identify the needs of their year group in terms of CEIAG provision
- To work with HOFs and meet with them half termly to identify areas in which their curriculums can be enriched by CEIAG. To ensure CEIAG engagement and HOFs to oversight.
- To work with the IAG Working Party to support curriculum development regarding IAG with particular emphasis on the cross-curricular themes
- To attend Achievement and Standards, meetings and SPR meetings, where necessary
- To attend Year Team briefings and meetings to update year teams on CEIAG provision
- To lead student assemblies and support tutor time activities on CEIAG opportunities within the school
- To write a termly report on Business Related activities, the impact on student experience and the monitoring and evaluation of student destinations at Key Stage 4 and Key Stage 5 and report termly to the Governing Body
- To manage and organise a variety of support functions and to be responsible for and ensure that stock provisions are maintained and kept tidy.
- To provide hospitality for events that may occur before, during and after the school day.
- Contributing to the overall ethos of the school

The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

## **TRAINING**

The postholder will be required to undertake training as required to be effective in carrying out all duties.

## **GENERAL**

Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.

Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.

Ensuring comprehensive procedures notes are compiled for key tasks.

Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

## **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area

## **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

## **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher



**St Paul's Way Trust School**  
**Career Education, Advice and Guidance Manager**  
**Person Specification**

<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Comprehensive knowledge of the education sector and progression issues that affect 16-19 year old's	✓	
Knowledge of academic and vocational options for post 16 and post 18 progression	✓	
<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Good Honours Degree		✓
GCSE English and Maths A*- C	✓	
Career Guidance and Development Level 6 Diploma		✓
Experience of working in a secondary school environment working with young people		✓
Experience of advice and guidance work		✓
Excellent ICT skills including Microsoft Office and SIMS		✓
Highly developed organisational skills	✓	
<b>Leadership and Management Framework</b>	<b>Essential</b>	<b>Desirable</b>
The ability to work as part of a team as well as on your own	✓	
The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff (both written and oral)	✓	
Shows a commitment to customer care	✓	
Has a flexible approach to work	✓	
The ability to establish and maintain effective working relationships with teachers and other members of staff	✓	
The ability to accept guidance and direction from teachers	✓	
The ability to maintain written and digital records, and produce reports based on data analysis	✓	
A willingness to undertake training to ensure that the roles are effectively carried out	✓	
A commitment to the LA's Equal Opportunities Policy	✓	
A commitment to ensuring every student achieves his or her very best	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
The ability to work outside normal school hours	✓	
A satisfactory Enhanced DBS disclosure	✓	

# Application and Selection Process

---

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit [www.spwt.net/contact vacancies](http://www.spwt.net/contact-vacancies) and follow the link to complete your application form.

Deadline for applications to be received is **Midday, Wednesday 29th September 2021** .





# St Paul's Way

Education • Foundation • Trust

125, St Paul's Way, London E3 4FT

**T** 020 7987 1883  
**E** [school@spwt.net](mailto:school@spwt.net)  
**W** [spwt.net](http://spwt.net)

