



Meols Cop High School



Brokering Aspirations

EVERY DAY IS AN INTERVIEW

A

Attendance and Punctuality

I understand that to succeed I need to attend every day and ensure that I arrive on time to every lesson or learning opportunity I have.

S

Self-Awareness

I have a clear perception of my personality, including my strengths, weaknesses, thoughts, beliefs, motivations and emotions. I am aware of how I impact others.

P

Professionalism

I show the world that I am professional in the way I dress, act and behave. I am ready to take opportunities when they are presented.

I

Initiative

I take advantage of every opportunity that is offered to broaden my horizons and allow me to create opportunities for myself.

R

Resilience

I believe in my own ability; I always persevere and bounce back quickly from any set backs on my journey.

E

Endeavour

I constantly push myself to achieve my goals. I am only satisfied when I have exceeded my high expectations.



Candidate Application Pack

Careers Coach

Meols Cop is the home of ambitious innovators, visionary thinkers and extraordinary pioneers.



February 2022

Careers Coach

Required: ASAP

Dear Candidate,

Thank you for your interest in the opportunity to join our team here at Meols Cop High School.

I was fortunate to be appointed Headteacher at Meols Cop in September 2019 and feel extremely proud to be leading this extraordinary school. Meols Cop is a beacon for the highest standards of inclusive education and the commitment of the staff across the school provides a culture of support and challenge in equal measures.

At Meols Cop we are extremely ambitious for our whole school community with a vision of 'Brokering Aspirations'. We are committed to ensuring that our young people have the skills, qualifications and characteristics to lead a successful life. We provide a curriculum that will challenge them academically, that will allow them to develop as citizens of the world and to undertake experiences that will allow them to explore passions and make informed choices about their futures. The successful candidate will be part of a team playing an important role in making this become a reality through developing a culture amongst our staff and students of high expectations and high standards.

We appreciate the challenges in making this significant career decision at this time so we welcome the opportunity to discuss this position further with you. We would encourage you to watch our Virtual Tour to give a further insight into life here at Meols Cop (<https://www.youtube.com/watch?v=nBk2xjb0gSs>) and look at our website (www.meolscophighschool.co.uk).

Further details and application forms can be downloaded from the school's website: www.meolscophighschool.co.uk

Completed applications should be sent to recruitment@meolscop.co.uk and marked for the attention of Mrs Paula Nevins, PA to the Leadership Group. Closing Date: Monday 21st March at 12 noon. Interviews to take place w/c 28th March 2022.

Yours faithfully

Ian Parry

Headteacher



February 2022

Careers Coach – Permanent Position

'Welcome to the home of ambitious innovators, visionary thinkers and extraordinary pioneers. This is Meols Cop High School, where we don't only raise aspirations, we support students to broker those aspirations'

The whole vision and ethos at Meols Cop is based around 'Brokering Aspirations'. We are committed to creating a culture in which students thrive and develop the skills to make informed decisions about their futures.

We are looking for an exceptional person to join our team work alongside the Careers Leader and SLT here at Meols Cop. We are looking for an innovative thinker with the ambition to have a significant impact on the children in the local community we serve.

We are looking for someone to work with, support and facilitate opportunities for our students from Y7 to Y11, to help them gain first-hand knowledge and experiences of the World of Work and Post 16 provisions available to them. The successful candidate will help our students make informed decisions and support them to open their minds to what their futures could look like and ultimately make their aspirations a reality.

The school is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment; therefore a satisfactory enhanced DBS is required for this post.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974.

Meols Cop High School and Sefton is an equal opportunities employer and welcomes applications from all sections of the community.

Further details and application forms can be downloaded from the school's website:-

www.meolscophighschool.co.uk

If you have any questions regarding this post please email recruitment@meolscop.co.uk

Completed applications should be sent to recruitment@meolscop.co.uk and marked for the attention of Mrs P Nevins, PA to the Leadership Group. Monday 21st March at 12 noon. Interviews to take place w/c 28th March 2022.



JOB DESCRIPTION

SCHOOL: Meols Cop High School

POST: Careers Coach

GRADE (Indicative): E Grade (20,443-22,109)

WORKING PATTERN: Term Time plus 3 weeks

RESPONSIBLE FOR: The provision of impartial careers advice and guidance across school

RESPONSIBLE TO: Careers Co-ordinator

1. PURPOSE AND SCOPE

1.1 To organise and provide advice and guidance to students in relation to careers education and 14-19 pathways

1.2 To support the Meols Cop vision of 'Brokering Aspirations'

1.3 To play a supporting role in helping the school achieve the Quality Careers Standard and Gatsby Benchmarks

2. ORGANISATIONAL RELATIONSHIPS

2.1 Responsible to Careers Co-ordinator

2.2 To liaise with colleagues to deliver careers education across the school.

2.3 Act as a central point of information and guidance for all students and staff in school in relation to Careers Information Advice and Guidance

2.4 To liaise with staff to ensure we have a comprehensive careers library and ensure the school careers website, social media and published information is relevant and up-to-date

2.5 To develop professional relationships with external businesses and education partners

3. MAIN DUTIES AND RESPONSIBILITIES

Curriculum delivery

3.1 To work with colleagues to provide high quality careers education throughout the school

3.2 Work with relevant staff to deliver or organise delivery of specialist input into a range of events, including curriculum days, assemblies and key careers events

3.3 Support the organisation of trips out of school to take advantage of opportunities with local and national employers, post 16 educational providers and higher education providers

3.4 To build a database of contacts with a range of individuals and employers willing to share information about their place of work and progress routes.



3.5 Support the regular evaluation of provision through student / parent voice

3.6 Support the delivery of assemblies and make inputs to curriculum areas where appropriate.

Provide informed and impartial student interviews

3.7 Work with the Careers Co-ordinator to provide a minimum of one impartial interview to all students, with accompanying action plans when making option choices or nearing the end of a Key-Stage.

3.8 Work with key groups of students to provide CEIAG

3.9 Support the organisation of pupil premium and SEND student meeting, as required to ensure successful transition to further education providers.

3.10 Offer CEIAG interviews to individual students or groups of students in response to parent or staff referral.

3.11 Keeping accurate records of all meetings and advice given to track student intentions as they change.

3.14 Assisting students to draw up their own action plans for employment, education and training

3.15 Meeting students with parents to consider career options and relevant pathways, as required.

3.16 To liaise with the Careers Co-ordinator to organise mock interviews sessions with external providers for YR11 students.

3.17 To be available to advise parents and carers during options evenings, parent meetings and any enquiries made.

Display and case studies

3.18 Raising student aspiration by providing careers information through a range of methods including a dedicated careers base and the school library.

3.19 To liaise with the Careers Co-ordinator to keep the CEIAG section of the school website and social media relevant and up to date

3.20 To ensure that students access online impartial CIAG

3.21 To be a visible presence available to talk to parents at all parent evenings and Careers Fayres.

3.22 Keep accurate and detailed destination records of all school leavers

3.23 To maintain links with a range of leavers to form part of the MCHS Alumni.

3.24 To keep abreast of the latest developments, trends, opportunities and resources in Careers and Careers Education

3.25 To keep up to date with training, and attend networking events to ensure up to date CPD and to disseminate to key staff



Tracking, Monitoring & Evaluating

3.26 To track the CEIAG for all pupils from Y7 to Y11

3.27 To support the co-ordination of CEIAG events

3.28 Achieve annual targets as agreed with Line Manager

4. GENERAL DUTIES

4.1 Set high expectations of conduct whilst acting as a role model and maintain professional relationships with all staff.

4.2 Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities.

4.3 Be aware of and comply with policies and procedures relating to Safeguarding, Equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to a named Safeguarding Officer.

4.4 Carry out their duties with the due regard to the school's policies on equal opportunities, health and safety and assessment.

4.5 Contribute to the school ethos, aims and development/improvement plan.

4.6 Maintain high expectations of all students with regard to behaviour, appearance, punctuality and commitment to progress.

4.7 Participate in training and other learning activities as required and to participate in appraisal and professional development e.g. visits to schools to see similar programmers.

Note: This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Safeguarding Commitment

Meols Cop High School is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holder at Meols Cop High School are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.



PERSON SPECIFICATION

Experience	Experience of working in a Careers Advisor role within a school, College or Higher Education	Desirable	All by interview
Qualifications	Level 6 Qualification in Careers Guidance and/or Diploma in Careers Guidance or Qualification in Careers Guidance or equivalent	Desirable	Assessed by Application Form
Knowledge and Skills	Have an up to date knowledge of careers education, local and national LMI, trends and developments	Essential	
	The ability to develop Working relationships with a wide range of people	Essential	
	Good listening and questioning skills	Essential	
	The ability to research information and explain it clearly	Essential	
	Well-developed organisational and time-management skills	Essential	
	Confidence in group situations including the delivery of presentations to student, parent, staff audiences	Essential	
	Administrative, report writing and record keeping skills	Essential	
	Verbal and written skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	Essential	
	Ability to work constructively as part of a	Essential	



	<p>team, understanding school roles and responsibilities including post holders own.</p> <p>Ability to improve own practice/ knowledge through self- evaluation and learning from others.</p> <p>Good standard of numeracy and literacy skills.</p> <p>Knowledge and experience of using ICT packages and equipment effectively.</p> <p>Ability to work effectively to time scales and deadlines</p> <p>Holds a current, valid UK driving license</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	
Personal Qualities	<p>Able to work calmly under Pressure.</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective.</p> <p>Enthusiastic, conscientious; Honest, reliable, loyal.</p> <p>A Big Thinker, willing to be creative and confident in taking on challenges.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	