

DOVER COLLEGE



**Careers Coordinator
& LRC Manager**

January 2022

Candidate Information Pack



DOVER
COLLEGE

Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individuality.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

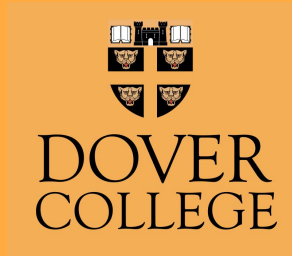
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





Careers Coordinator & LRC Manager

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

From January 2022, we are seeking to appoint an enthusiastic and committed Careers Coordinator & Learning Resource Centre (LRC) Manager.

As Careers Coordinator you will lead on the support of students with their decision making regarding future learning and employability options. You will be oversee the delivery and development of our Careers Strategy, working within professional frameworks of good practice (The Gatsby Benchmarks). You will provide a range of impartial career guidance services to pupils and will work in close collaboration with Dover College staff, employers, training providers and external partners to facilitate pupil progression.

The post-holder will be based in and will oversee the day to day management of our Learning Resource Centre, situated in the Senior School, creating a relaxed, productive and exciting learning environment for our students.

The role is full-time (40 hours per week), term time only plus 2 weeks to be worked in the School holidays (36 weeks per year).

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 5th November at 12:00 noon

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: EB	REF: CAREERS COORDINATOR AND LRC MANAGER
APPROVED: SF	REVISION: 001 DATE: September 2021

JOB PROFILE

REPORTING TO: Deputy Head (Senior School)

PURPOSE OF JOB: The role of the Careers Coordinator is to provide strategic leadership and to manage the contributions both of staff from within the school and of external partners into a coherent careers programme for our pupils. The Careers Coordinator has overall responsibility for the school's careers programme, including securing access to careers guidance. The role of the LRC Manager is to oversee the day to day management of our Learning Resource Centre.

KEY RESPONSIBILITIES

Leadership

- Advise senior leadership on policy, strategy and resources for careers guidance and showing how it is meeting the Gatsby Benchmarks;
- Reviewing and evaluating careers guidance and provide information for school improvement planning, inspection and other purposes;
- Preparing and implementing a careers guidance development plan;
- Understand the implications of a changing education landscape for careers guidance e.g. technical education reform;
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools;
- Ensure that details of the school's careers programme is published on the school's website.

Management

- Plan schemes of work for careers education;
- Monitoring teaching and learning in careers education across the 8 Gatsby Benchmarks;
- Support tutors by providing initial information and advice;
- Monitor access to and take up of careers guidance;
- Oversee the work of other staff involved in the delivery of careers guidance.

KEY RESPONSIBILITIES (CONTINUED)

Coordination

- Manage the provision of career and labour market information;
- Manage the careers section of the school's website, ensuring information is accurate and up to date;
- Liaise with the PSHE leader and other subject leaders to plan their contribution to careers guidance;
- Refer pupils to careers advisers;
- Coordinate encounters with employers, careers fairs and work experience;
- Communicate with pupils and their parents;
- Assist with all aspects of the university application process, under the direction of the Head of Sixth Form, including 1:1 application support, personal statement advice and workshops, interview preparation, advocacy and some administrative responsibility for the UCAS applicant management system.
- Update the learning resource centre (LRC) with relevant materials and manage the library function within the learning resource centre to ensure our students have access to new materials (print, digital) to foster a positive studying environment.

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities;
- Establish and develop links with employers;
- Commission careers guidance services where appropriate;
- Manage links with external organisations;
- Secure funding for careers related projects;
- Assist in the development and utilisation of the network of Old Dovorians, who can help with the careers guidance programme.

KEY RESPONSIBILITIES (CONTINUED)

General

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy
- Share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school
- To undertake training as necessary
- To be willing and enthusiastic in engaging with continuous professional development
- To undertake any other duty as specified by the Head of School/Senior Leadership Team not listed above

PERSON SPECIFICATION

ESSENTIAL

- Current professional knowledge of careers guidance sector, Career Development Institution Framework & Code of Ethics and Gatsby Benchmarks
- An aptitude for the skills needed to perform effectively in the role, including ability to follow written instructions;
- A polite and courteous team player with a friendly and flexible approach to work;
- Passion for delivering a high quality standard of work;
- Willingness to learn on the job;
- A commitment to promoting and safeguarding the welfare of pupils.

DESIRABLE

- Level 4 Diploma Careers Information & Advice or willing to work towards the qualification;
- Experience of delivering impartial 1:1 personal guidance to young people and adults in an education or employability setting.

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