



# Parkstone Grammar School

## Head of Careers and Employability Applicant Pack

**Parkstone Grammar School**  
Sopers Lane, Poole, Dorset, BH17 7EP  
01202 605605  
[recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)





## Headteacher's Welcome

As the headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are a heavily oversubscribed 11-18 selective girls' school offering outstanding education to the students of Poole and its surrounding area. Founded in 1905, Parkstone has continued to provide excellent academic results within a warm, friendly and vibrant community. We are a six-form entry school with 1250 students including 350 in the sixth form.

Our school is a place where students are encouraged to explore their passions, expand their knowledge, and develop critical thinking skills that will serve them well throughout their lives. We have a team of dedicated and highly qualified teachers and support staff who are passionate about education and are committed to inspiring and challenging our students.

We believe in creating a supportive and inclusive environment where each student feels valued and respected. Our students are rightly proud of their school which provides for them a broad and balanced curriculum promoting independence, intellectual curiosity and a love of learning. Subjects offered at GCSE and A Level include academic and facilitating subjects from a very wide range. Our sixth form collaboration with Poole Grammar School for Boys allows us to offer an extensive A Level curriculum.

Students at Parkstone are not only encouraged to succeed academically, but to enjoy the wide range of musical, theatrical, sporting, speaking and charitable opportunities. They thrive in an environment of support and challenge, becoming resilient learners well prepared to succeed in the 21<sup>st</sup> Century.

The unique single-sex selective environment allows the students to grow in a safe and supportive atmosphere. Parkstone's national reputation for excellence and continued success is testament to the consistent dedication of students, staff and governors.

Ofsted commented that Parkstone offers a 'stimulating, friendly community in which all students are valued and may thrive intellectually, emotionally and physically'. Our school's focus is always on teaching and learning as we strive to challenge these able students to become confident, happy and successful young people.

I invite you to apply to our school, and experience the warm and welcoming atmosphere that makes Parkstone truly special. If you're ready to embark on a rewarding journey where your passion for education meets limitless possibilities, we encourage you to explore the opportunities at Parkstone. Join us in making a difference to our young people and shaping the future together.

**David Hallsworth, Headteacher**



# Our Vision

At Parkstone, we embody the values of Commitment, Courage and Compassion to enable students to adapt and thrive in an evolving world, providing an education that inspires and empowers students to determine and achieve their goals.

## COMMITMENT

“Be tenacious and relentless in your curiosity for knowledge”

## COURAGE

“Feel confident to achieve your very best and develop your resilience to overcome barriers”

## COMPASSION

“You should encourage and care for your peers, value and engage with all cultures and religions in our diverse global community”

“Parkstone has encouraged and inspired me to love learning. There is a great community and I am always supported – just like a family.”

Year 7 Pupil



## Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Courage, Commitment and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



"Teachers are knowledgeable and enthusiastic. They inspire and sustain a love of learning in their pupils."

Ofsted Report



# Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

## OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

## OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



"Parkstone was the very best option for our daughter and has helped her grow in confidence and equipped her for university and life beyond!"

Parent



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## Safeguarding

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

All shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.





# Benefits

Parkstone is pleased to be able to offer all staff members:

## Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

## Flexible Benefits

- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



# Job Description

## SALARY AND HOURS OF WORK

Scale H, Points 24 – 27 £34,314 - £37,035 FTE gross per annum *pay award pending*

Actual Salary: £23,113 - £24,946 gross per annum *pay award pending*

30 hours per week – 8.00am – 4.00pm Monday to Thursday with half an hour unpaid lunch

38 working weeks per year, which is term-time only

To include additional evenings for parents' evenings and meetings, along with attendance for A Level and GCSE exam results days each August.

## LOCATION OF WORK

- Careers Office

## RESPONSIBLE TO

- Assistant Headteacher

## MAIN JOB PURPOSE

- To lead, develop and maintain an effective Work-Related Learning provision, which is regularly reviewed to ensure that national, school and student needs are met
- Advise Headteacher and Governors on updates to policies in line with local and national statutory guidance
- Ensure framework of Careers and Work-related learning are in place and monitored, using the Compass Tracker to ensure careers provision meets statutory guidance
- Ensure all students have meaningful interactions with employers and the work place. (A minimum of one a year as per the statutory guidance)
- Work with Curriculum Leaders, Heads of Year, employers, Work Experience Coordinator and other outside agencies in offering a range of opportunities for students, including organising the annual Careers Convention, mock interviews and work experience.
- Provide information and develop action plans for individual and groups of students where appropriate.
- Lead on assemblies.
- Line manage colleagues
- Contributing to the overall ethos, work and aims of the school.





## MAIN RESPONSIBILITIES AND DUTIES

- The post holder will work with individual and groups of students and will specifically:
  - Interview students to assess the level of support they require and make appropriate referrals
  - Create action plans for individual students
- Contributing to the overall ethos, work and aims of the school.
- Liaise with outside agencies in finding resources to support students, including the Ansbury, Young Chamber, Careers South West, Careers and Enterprise Company including our link company and Southern Universities Network (including being the Single Point of Contact).
- Audit resource needs and procure career resources. To update the careers section of the school website, the careers Facebook and twitter feeds as well as noticeboards with relevant information for students and parents.
- Plan, organise and attend annual Work-Related events including the annual Careers Convention, work experience and mock interviews.
- Work with employers and other agencies to promote working partnership
- Obtain and maintain the Quality in Careers Standard. Maintain Employers Charter accreditation.
- Facilitate and organise access to students by alternative providers and employers as per new statutory requirements
- To organise, run and attend an annual 'Top Jobs' event to promote apprenticeships
- Attend both GCSE and A Level results days 8:00am to 14:00pm (August)
- Create and present assemblies to share information on work related and careers opportunities to all year groups.
- Contribute to the student planners
- Contribute lessons and resources to the wellbeing programme for all year groups
- To carry out 1:1 appointments with all year 9, 10 and 11 PP students as well as year 12 and 13 ever 6 and bursary students. Also other students on request. To facilitate additional 1:1 careers appointments provision from an external provider when required.
- Record outcomes of 1:1 appointments.
- Ensure all students have meaningful interactions with employers and the work place (as per the statutory guidance).



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- Provide information to the leadership group and governors three times a year on careers related activities and impact.
  - Facilitate external Careers Related Trips
  - Attend local Careers Network meetings
  - Attend and in cases arrange SWAT careers meetings
  - Destination data collected, analysed and published of year 11 and year 13 students
  - Help in facilitating speakers and organising Futures Day.
  - Maintain link with Careers Governor
  - With Work Experience Coordinator plan and deliver a work experience programme for Year 10 and year 12 students.
  - Ensure compliance with current legislation on child safeguarding and matters of health and safety, especially with regard to student visits and work experience.
  - Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
  - Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
  - Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE**

- Line Management of colleague(s)

#### **KNOWLEDGE AND SKILLS**

- Ability to demonstrate enthusiasm for and commitment to Work-Related Learning.
- Excellent interpersonal, communication, organisational, negotiation, administration and ICT skills, particularly within Microsoft Word, Excel and Outlook.
- Excellent project management skills.



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## **Desirable**

- Hold Level 6 Diploma in Careers Guidance and Development
- Hold Level 6 Certificate in Careers Leadership (Recommended qualifications to be held according to statutory guidance)
- Member of Careers Development Institute and on the Register of Professionals – This incorporates signing to adhere to a code of ethics and to commit to 25 hours of CPD per year

## **CREATIVITY AND INNOVATION**

- Creativity and innovation are essential to the job and need to be regularly exercised, within general guidelines.
- Creativity and innovation are needed when working one-to-one with students.
- The post holder will need to exercise innovation in planning and organising careers events, as well as in liaising and working in partnership with outside organisations.

## **CONTACTS AND RELATIONSHIPS**

- Contacts with students, teachers, parents, employers and other outside agencies.
- Contact is made through a variety of media and requires various interpersonal skills and strategies.

## **RESOURCES**

- The post has some responsibility for financial resources: Budget Holder for Careers, Oversee budget for Work Experience and Budget Holder for SUN payments

## **WORK ENVIRONMENT**

- Work is subject to deadlines involving changing problems, circumstances or demand.
- Work requires normal physical effort and is performed in a heated, lit and ventilated indoor environment.

Any other duties deemed appropriate for the role.



## Contact us

If you would like more information about Parkstone Grammar School please email [recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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