



Application Pack for the position:  
**Progression Manager**  
**1st November 2021**





Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England (and 1 of 3 nationally), with approximately 1,800 students on roll. We are situated in the middle of Durham City Centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 50 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1<sup>st</sup> and 2<sup>nd</sup> March 2017 and are delighted with the outcome. We are an Outstanding post-16 school. Our students have an excellent record of success; they work hard to achieve it.

- Our A level results are above the national average and in the top 12% of schools in England.
- Students' grades and points for A level are above both the County Durham average and national average.
- Students' points and grades for their best 3 A levels are also above the national average.
- Our Applied General results (broad vocational qualifications) are above the national average and in the top third of schools in England.
- Students' grades and points for Applied General are well above the County Durham average and national average.

Our award winning Careers, Progression and Aspirations Team is renowned for their success in supporting students progression achievements into competitive universities, higher and degree apprenticeships and employment; others continue with us into Year 14 completing some level 4 courses.

In 2013 we celebrated our Centenary year. We are housed in a 1913 former Girls' Grammar School which was converted to Sixth Form accommodation in 1983. In addition to the original building there is now a Science Block; a 210 seated Theatre; our Hunter Resource Centre; Visual Arts Centre and Freemans Quay Leisure Centre. In 2019 we expanded further to include our new Digital Media Centre which houses a grab-and-go Café, Conference Facility, TV Studio, small cinema room and additional classroom space.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold and Governor Mark among others. Our most recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

The school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

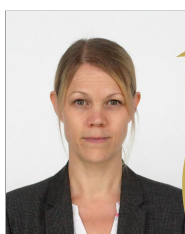
Ellen Beveridge  
Headteacher

# The Careers, Progression and Aspirations Team



The position of Progression Manager arises as part of our succession planning to ensure continuity of our excellent provision. We firmly believe that a student's progression journey, in addition to their academic achievements, is fundamental to securing their aspirational career goals.

We are approaching our 10th year as an award winning team and currently undergoing reassessment once again for the Quality in Careers Standard. Our comprehensive Careers, Progression and Aspiration offer is underpinned by the Careers Development Industry framework and the eight Gatsby Benchmarks which we are working towards fully achieving.



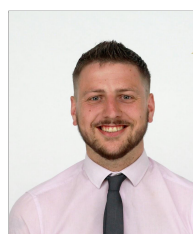
**Lisa Packer**



**Anne Kirkpatrick**



**James Miller**



**Matt Gatiss**



**Beth  
Mongan-Barker**



**Gary Lindley**

<b>Lisa Packer</b>	Assistant Headteacher and Careers Leader
<b>Anne Kirkpatrick</b>	Careers, Progression and Aspirations Team Leader
<b>James Miller</b>	Aspirations Leader
<b>Matt Gatiss</b>	Work Placement & Employer Engagement Manager
<b>Beth Mongan-Barker</b>	Careers, Progression and Aspirations Manager
<b>Gary Lindley</b>	Careers, Progression and Aspirations Manager

Our student-centred approach integrates the specialist knowledge of our SEND team, Pastoral Support Managers and curriculum colleagues. We also work closely with our students offering impartial information, advice and guidance to ensure that they are fully informed of their progression pathways and have a good understanding of relevant labour market intelligence and opportunities. We support students in carrying out relevant work related learning to develop essential employability skills.

We are a dynamic, forward thinking team of experts who actively pursue innovative practices and opportunities through collaborative and partnership work with DWP, HMRC and local SMEs. In collaboration with the North East Local Enterprise Partnership, and as part of our College and Cornerstone Hubs, we continue to develop our network of over 100 businesses, apprenticeship providers, universities and other organisations, to ensure that every one of our students has access to opportunities to make competitive applications.

This is an exciting time to join the team as we review and refine our practices, to reset, recover and rebuild our excellent post pandemic provision in a dynamic and innovative way.



## Advertised Post and Application Information

**Position:** Progression Manager  
**Hours of work:** 37hrs/week  
**Contract:** Whole time  
**Salary:** Grade 7 SCP (15-22) £23,541 - £27,041  
**Start date:** 1st November 2021

### Recruitment Dates

**Application Closing Date:** 10am, Friday 17th September 2021  
**Interview Date(s):** Week commencing 27th September 2021

### Advert

This is an exciting time to join Durham Sixth Form Centre: we are an oversubscribed post-16 institution; our results are significantly above National Averages; we have expanded our premises; we have gained external recognition and national awards for our work and we are Outstanding as defined by Ofsted, March 2017.

We know that the very best way to continue to provide outstanding education and progression is to ensure our teaching staff and support staff are outstanding. Following the successful internal promotion of one of the team members we are looking to appoint their successor who should be a creative, innovative and highly organised Progression Manager to contribute effectively to the inspirational work of our Careers, Progression and Aspirations team (CPAT).

The successful candidate will be qualified in careers guidance with a proven record in providing outstanding career provision and exceptional analytical, planning and time management skills; be resilient in their approach with problem solving capabilities; have a sound knowledge of careers theory and applied experience. They must also be able to communicate and liaise effectively with staff, post-16 students and parents; and be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

The Application Pack is available on our website <https://www.durhamsixthformcentre.org.uk/vacancies/>

### Application Process

Applicants should submit the following information on, or before the closing date:

- A completed Application Form using the GoogleForm which can be found by clicking **APPLY NOW** in the Current Vacancies section of the school website.
- A supporting Letter of Application of a maximum of two sides of A4, which includes information **under the following titles:**
  1. Why are you interested in applying for the role?
  2. How would your skills meet the needs of the post?
  3. How would you best describe your behaviour traits?
  4. What 'extra' would you bring to the role if appointed.

Note: The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

### Additional Information

Durham Sixth Form Centre:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is an equal opportunity employer.
- Is a Local Authority Maintained school.
- Operates a strict no-smoking policy.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

## Job Description

### SUPPORT STAFF

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our school which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the school's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

#### Progression Manager

**Contract:** 37hrs/week, whole time  
**Scale:** SCP 15 - 22  
**Responsible to:** Progression Manager - Team Leader  
**Appraisal:** Progression Manager - Team Leader

#### Summary of the Key Areas of Responsibility:

1. To effectively contribute to the planning and delivery of the Careers, Progression and Aspiration programme covering all aspects of careers-related personal development and wellbeing of students.
2. To strategically lead one or more key strands of the team's work each year - reviewed annually.
3. Provide impartial, up-to-date and accurate information and guidance to students inline with our "Progression Offer" and manage students within the Personal Guidance Staged Referral System.
4. Provide high quality support to students in making applications across a wide range of progression routes.
5. To contribute to the professional development programme of the Careers, Progression and Aspirations Team and curriculum colleagues.

Key Areas of Responsibility	Brief Outline
1. To effectively contribute to the planning and delivery of the Careers, Progression and Aspiration programme covering all aspects of careers-related personal development and wellbeing of students.	<ul style="list-style-type: none"> <li>• To contribute to researching, developing and implementing the progression programme, across all delivery modes, including google sites.</li> <li>• To maintain an in-depth and current working knowledge of Unifrog, it's updated resources and deliver training in its use with students/staff.</li> <li>• To contribute as part of the team in planning and organising various progression events.</li> <li>• To contribute in a proactive way to the School Recruitment team through carrying out student interviews and providing impartial CEIAG to parents and prospective students at open evenings and events.</li> </ul>
2. To strategically lead one or more key strands of the team's work each year - reviewed annually.	<p>Current examples of strategic strands include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Widening Participation</li> <li>• Vocational Routes (Eg. Engineering, NHS &amp; Social Work Pathways)</li> <li>• Apprenticeships</li> <li>• Work Placement and Employer Engagement</li> <li>• Medicine, Dentistry and Veterinary applications and interview processes</li> <li>• UCAS Coordinator</li> <li>• Unifrog Coordinator</li> <li>• Digital innovation</li> <li>• Labour market intelligence and information</li> </ul>
3. Provide impartial, up-to-date and accurate information and guidance to students inline with our "Progression Offer" and manage students within the Personal Guidance Staged Referral System.	<ul style="list-style-type: none"> <li>• Ensure availability of 1:2:1 personal guidance interviews at all times that students are making important decisions about their future.</li> <li>• Carry out 1:2:1 personal guidance Interviews inline with Level 6 Interview format and CDi Code of Ethics offering follow up interviews where required.</li> <li>• Refer and sign post students to additional relevant and appropriate help and support.</li> <li>• To provide impartial, accurate and up to date information, advice and support in relation to current LMI, progression and career pathways.</li> </ul>

4. Provide high quality support to students in making applications across a wide range of progression routes.	<ul style="list-style-type: none"> <li>● Provide personal advice and guidance regarding individual applications.</li> <li>● Support students in writing effective personal statements/CVs/letters and guide through the application and interview processes for Higher/Further Education, apprenticeships and alternative routes.</li> <li>● To be responsible for writing UCAS references for, and submitting UCAS applications with, an allocated cohort of students.</li> <li>● To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.</li> </ul>
5. To contribute to the professional development programme of the Careers, Progression and Aspirations Team and curriculum colleagues.	<ul style="list-style-type: none"> <li>● Lead high quality training on identified "Strategic Lead" strand with CPAT and other colleagues as directed by Careers Manager - Team Leader.</li> <li>● Plan and deliver whole school / groups / individual professional development sessions on wider progression elements as directed by Careers Manager - Team Leader.</li> </ul>
In addition	<ul style="list-style-type: none"> <li>● Market and publicise the services offered by the CPAT.</li> <li>● Promote the work of the CPAT with a variety of audiences</li> <li>● Ensure effective introduction of new staff in line with school procedures where applicable</li> <li>● Participate in appraisal (as appropriate to the role)</li> <li>● Undertake any additional reasonable requests made by the Headteacher or delegated person.</li> </ul>
Modelling	<ul style="list-style-type: none"> <li>● Model the values, ethos and vision of the School in pursuit of excellence and equity, valuing individual achievement.</li> <li>● Help build, communicate and implement a shared vision.</li> <li>● Role model and actively promote high expectations for all members of the School community through the role within the structure.</li> <li>● Contribute to the efficient management of School routines.</li> <li>● Be an appraisal team member in line with School policy.</li> <li>● Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.</li> <li>● Behave in accordance with the Career Development Institute (CDI) Code of Ethics.</li> </ul>
Training/Qualifications	<ul style="list-style-type: none"> <li>● Membership of the CDI: this professional body expects a commitment to uphold their standards and ethics.</li> <li>● The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher.</li> <li>● Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.</li> </ul>
Additional Hours	In the event where the Headteacher requests additional hours to be worked over and above the contractual hours of 37 per week, time off in lieu (TOIL) will be given at a flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Assistant Headteacher.

Day	Hours	Total hours in school	Lunch break	Total hours worked
Monday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Tuesday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Wednesday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Thursday	8.00am – 4.00pm	8 hours	30 mins	7 hours 30 mins
Friday	8.00am – 3.30pm	7 hours 30 mins	30 mins	7 hours
				<b>37 hours</b>



## Person Specification

### SUPPORT STAFF

	Letter, Reference, Interview	Essential	Desirable
Five GCSEs Grade C/4 or above including English and Maths.	L	✓	
Level 3/4 Diploma in Career Information and Advice with a minimum of 12 months experience working in a careers related environment.	L	✓	
Qualified in or currently working towards OCR Level 6 Diploma in Career Guidance and Development or the OCR Higher Apprenticeship in Career Development Professional	L		✓
Experience of the UCAS process including reference writing.	L I		✓
Ability to successfully develop and coordinate effective employer engagement and to monitor and track students on work placements, including targeted outcomes.	L I		✓
Up to date knowledge of widening participation and enrichment opportunities.	L I		✓
Ability to process, analyse and interpret a range of progression related data.	L I		✓
Outstanding interpersonal and relationship building skills, including ability to communicate effectively both orally and in writing.	L I R	✓	
Flexibility to cope with a wide range of situations and ability to 'think on your feet'.	L I R	✓	
Ability to deal with delicate, difficult and confidential situations.	R	✓	
Excellent organisational skills with the ability to work to a high degree of accuracy with attention to detail, with energy and drive.	L I R	✓	
Ability to lead and inspire others and work effectively as part of a team.	L I R	✓	
Experience of planning and delivering progression related student sessions and staff CPD.	L I		✓
Experience of working with young people, parents and other stakeholders.	L I		✓
Experience of developing partnership and collaborative working with external organisations.	L I		✓
High level of ICT competency.	L I R	✓	
Experience of working with SIMS, Google Drive and Unifrog.	L I R		✓
The conviction to make a difference.	I R	✓	
Boundless optimism, energy, enthusiasm and a sense of humour.	I R	✓	
Capability to strategically plan and manage programmes and events, working to deadlines.	L R	✓	
Aptitude to evaluate, monitor and prioritise work with minimal supervision whilst meeting deadlines.	L I R	✓	
Exemplary health and attendance.	R	✓	
Committed to working in an inclusive school in support of the values, vision, purpose and direction.	L I R	✓	
To promote and safeguard the welfare of children and young adults.	L R	✓	
A commitment to upgrading skills.	L I	✓	
<b>Equalities and Safer Recruitment</b>			
Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	L I R	✓	
Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children, young people and colleagues.	L I R	✓	
Ability to demonstrate emotional resilience (and distance where appropriate) in working with challenging behaviours or sensitive situations.	L I R	✓	