

Information for applicants to non-teaching posts at Tiffin

CAREERS ADVISER



**TIFFIN
SCHOOL**
engage · aspire · excel
www.tiffin.kingston.sch.uk

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

Mike Gascoigne, Headteacher

Tiffin School:

Introduction and Background

Tiffin School is a boys' selective state school, of nearly 1400 pupils including a mixed sixth form, of OVER 500 students located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating students from Kingston and its surrounding areas in South West London. The School attracts students from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, netball, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

The Careers Department at Tiffin School

The careers programme at Tiffin School has been and continues to be an important area of change, innovation and investment. Our ideas and ambitions have exceeded our capacity, so we are recruiting a Careers Adviser to work with the Head of Careers, herself a Careers Adviser. The careers team works closely with the sixth form team and other staff to help students move on to ambitious and appropriate destinations; most commonly highly competitive universities and courses.



Being involved in careers work at Tiffin is rewarding, fun, varied and valued. It is an important and well-respected part of our students' progression through school and beyond. We have the Gatsby benchmarks in mind, but they're not the limit of our vision. We aim to help students to explore and learn more about themselves, about the world of work and to navigate their way through it. We work with students from Year 8 to Year 13, through careers lessons, off-timetable activities, assemblies and individual meetings. We call on alumni regularly and make use of other organisations and networks to demystify the idea of careers and bring it within reach.

Tiffin school is a selective state school with high academic achievement. Although most students go on to study at high ranking universities we ensure

that they learn about all of their options, including apprenticeships and school leaver programmes, and a wide range of courses and places to study. This [Year 12 careers bulletin](#) indicates the range of opportunities we promote.

The new Careers Adviser will be an essential coach, guide and support to our students. Individual discussions with them will be a large part of the role, but the post-holder will contribute to our entire careers programme and collaborate with the Head of Careers on new ideas and developments. It is a job to grow within and from which to get great satisfaction.

This role is part-time. We are looking for someone who could ideally work four days a week during term-time, plus one week in the summer holiday. For the right candidate three and a half days will be considered.

Please see the job description and person specification for more detail.

Tiffin's Location: Kingston upon Thames

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have its extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



School Facilities



The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Dining Room and Sports Centre. The School is continuing to follow its master plan for the development of the site, and a new 2-storey building was constructed to house a dining hall and 5 more classrooms in 2018. We have just completed a £2.5 million extension to our Sports Centre on the School Site.

The School site in Kingston contains our all-weather floodlit artificial pitch. In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



Staff and their Welfare

There are at present about 75 teaching staff and 60 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.



Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974
(EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant’s sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

How to apply

Please access our website, (www.tiffinschool.co.uk), for information on the [vacancy](#) and an application form. Please e-mail to vacancies@tiffin.kingston.sch.uk by noon on Monday 20th June 2022.

JOB DESCRIPTION

Job Title: Careers Adviser

Responsible to: Head of Careers

OVERVIEW OF THE ROLE

1. To support the Head of Careers in delivering the whole school careers programme. The work will largely be student-focused, but will also involve collaborating on new ideas and organising and delivering other activities from which students will benefit.

MAIN TASKS AND RESPONSIBILITIES

Supporting students - individual meetings

2. Provide impartial support, guidance and information to students in all year groups, particularly at transition and decision points, through student-centred individual meetings. These will primarily be with Years 11-13, but some students in other year groups will also be prioritised. Common areas for discussion are subject choices, academic interests, post-16 and post-18 options, career interests, personal values and work experience.
3. Help students to build work experience; helping them to find, apply for and make the most of suitable placements. And/or contribute to school-based work simulations.
4. Give guidance and constructive feedback on CVs, application forms, interviews and personal statements, for part-time jobs, apprenticeships, university or work experience.
5. Offer advice and guidance on and around the GCSE and A level results days in August.

Supporting students - other activities

6. Contribute to the resources that we share with students to enable them to explore their options and interests. For example highlighting talks, work experience options, podcasts, gap year opportunities etc. that relate to careers or subject interests.
7. Contribute to the design, organisation and delivery of careers-related sessions or trips for classes or other groups, which take place during tutor time, lesson time or off-timetable days.
8. Attend parents' evenings and/or other out of hours activities, to offer information, advice and guidance.
9. Keep abreast of developments, initiatives and changes in the field.

Administration

10. Organise your schedule for meeting students, in conjunction and agreement with other staff.
11. Write up and share notes from these meetings.
12. Review incoming careers correspondence and deal with it promptly.
13. Maintain and add to our records.
14. Contribute to collecting student feedback.
15. Responsible for work experience administration under direction of Head of Careers

School life

16. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
17. Assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.
18. Contribute to the overall ethos, work and aims of the school.



Person Specification: Careers Adviser

	Essential	Desirable
Qualifications		
Achieved, or already working towards: <ul style="list-style-type: none"> ● Master's/Postgraduate diploma in career guidance/development/management incorporating the Qualification in Career Development (QCD) or Qualification in Career Guidance (QCG); or ● Level 6 Diploma in Career Guidance and Development; or ● equivalent Level 6+ qualification, approved by the CDI for practitioners. 	✓	
Experience		
Working with a wide range of people, including young people	✓	
Working as part of a team	✓	
Providing careers information, advice and guidance to students aged 15-18	✓	
Presenting to groups		✓
Skills		
Excellent rapport-building and interpersonal skills, including active listening	✓	
Excellent written and verbal communication	✓	
Questioning/coaching to help someone progress their thoughts	✓	
Ability to research, absorb and understand a wide range of information	✓	
Ability to use a range of ICT, including Microsoft Outlook and Google Workspace	✓	
Knowledge		
Understanding of post-16 and post-18 routes and pathways for students, including common requirements and pathways for competitive courses and careers	✓	
Personal qualities		
Enjoys getting to know people	✓	
Strong focus on delivering best outcomes for students	✓	
Respectful of differences	✓	
An excellent record of attendance and punctuality	✓	
Committed to the aims and values of Tiffin's careers programme and Tiffin School	✓	

The position involves substantial contact with children and is subject to an enhanced check by the Disclosure and Barring Service.