



LEWESTON
SHERBORNE

Careers Advisor

Candidate Information

Overview

Founded in 1891 Leweston School is a co-educational Catholic independent day and boarding school in Dorset for pupils aged 0 to 18.

Situated just outside Sherborne in 46 acres of beautiful parkland, the school offers holistic education in an inclusive community where first-class pastoral care and wide-ranging co-curricular opportunities underpin a supportive and rigorous academic offer. The school seeks to produce well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individuals.

The school was originally founded as St Antony's and located in Sherborne. In 1948 the demands of the Education Act saw the move of the senior pupils to Leweston Manor with the Prep School continuing in Sherborne until 1993 when the whole school was reunited once again on the Leweston campus. The younger pupils took up residence in the redesigned Coach House. The school amended its name in 2007 to Leweston School.

Today the school educates just over 600 pupils with 90 in the Nursery, 170 in the Prep and 340 in the Senior School. There are approximately 100 boarders, the majority being in the Senior School.

Leweston is a thriving, busy community which has high expectations of its pupils. Whilst the assessment process is not based entirely on academic performance Leweston is increasingly over-subscribed. Pupils are offered places on the basis of school assessments, positive references and their generally suitability for the values and ethos of the school.

Our Values

Leweston School's three core values are **community**, **opportunity** and **expertise**. They are underpinned by our Catholic foundation, which welcomes all faiths and none, building a strong sense of unity, courtesy, respect and affection. Everything we do comes from a place of self-worth and dignity.

- **Community** means being part of a collective. It's essential for every student to feel that they are an important part of the Leweston family and contribute to the life of the school. This same sense is extended to their parents and guardians.
- **Opportunity** is in abundance. We are proud of our zest for life and instil a willingness to try everything and to learn from our failures. This discovery of strength and weaknesses, and the support we provide to students in exploring it, enables them to develop the determination to persevere – a real lesson in preparation for life beyond the school.
- **Expertise** means having an expert skill or knowledge in a particular field. We have an exceptionally talented staff team, who have outstanding expertise and enthusiasm to inspire in others a love of learning and to share their passion for areas of specialism.

Our Campus

With extensive grounds surrounding a beautiful Georgian Manor House, Leweston provides a location which whilst being safe, is close to a town with good transport links to London and South West airports. Within the 46 acre estate sits our swimming pool, a full-sized all weather pitch, a walled garden play area, Enchanted Wood Forest School, tennis courts as well as a wealth of historical features including work by Thomas Mawson and George Sherringham.

The range of buildings on site spans several architectural epochs. The historically important Trinity Chapel is one of the first post-Reformation churches in the country. The Palladian manor house, was built in the late 18th century with Art Deco interior refurbishments and later additions including dining, boarding and teaching wings.

The Prep School is housed in the former Coach House with its own Pre-Prep Garden, tennis courts and play area.



The Prep School

Leweston Prep consists of the Nursery, Pre-Prep and Prep divisions. The school shares a single 46-acre campus with the Senior School and has pupils aged 3 months to 11 years old. It is co-educational all-through school.

Nursery is divided into four age-defined units: Babies, Toddlers, Transition One and Transition Two. Each unit has a specific Room Leader.

The Prep School's staff is comprised of 21 teachers and 5 teaching assistants alongside visiting music teachers, coaches and volunteers. Each Pre-Prep class is led by a Form Tutor supported by a teaching assistant. From Prep 4 when the year group grows to two classes, each has its own a Form Tutor supported by additional part-time staff. The normal maximum class size in the Prep School is 20 with one class in Reception to Prep 3. If numbers allow, Prep 4 splits into two classes, a model which continues for the remainder of the school. Classes are not set.

Leweston School as a whole has 170 employees including academic and support staff.

Staff foster excellent relationships with the students and are committed to supporting the provision of extra-curricular clubs, House activities, school trips and other events.

The majority of Prep School pupils move on to the Senior School, many winning scholarships. A small number leave at this point typically to transition into the state system.



The Senior School

Leweston Senior School educates pupils aged 11 to 18. The school shares a single 46-acre campus with the Prep School and Nursery. It is co-educational all-through school.

The Senior School's staff comprises of 170 teachers and support staff visiting music teachers, coaches and volunteers. Years 7 and 8 are typically three classes of 54 pupils with an additional class at Year 9 and above to take the year groups to 72. The Sixth Form is approximately 80 students. The normal maximum class size in the Senior School is between 18 and 20.

Flexible boarding is offered throughout the Senior School. Boarders belong to one of four houses: Martha, Cecilia, Eleanor and Antony. These are divided according to age and gender.

Staff foster excellent relationships with the students and are committed to supporting the provision of extra-curricular clubs, House activities, school trips and other events.



Work with us

A fantastic working environment

Leweston is set on a beautiful campus a few miles outside the picturesque town of Sherborne. The grounds offer both pupils and staff the opportunity to enjoy space and fresh air and provide an inspiring location to teach and learn. The school's value and ethos creates a culture of courtesy, mutual respect and affection that has at its heart the importance of service to others. High standards are set both inside and outside of the classroom.

Flexible and family friendly

We are a relatively small school that regards itself as one big family. The majority of our staff have children, many of whom are Leweston, and there is the possibility of a staff remission. Our term dates operate differently to state schools, which means that whilst the school day is longer so are the holidays.

Health and Wellbeing

Leweston hosts a range of exercise classes run by local provider Communifit who offer a discount to Leweston staff. There are also free swimming sessions available during the week in the school pool as well as employee assistance and wellbeing support programmes.

Free meals and parking

Staff are entitled to free lunch and refreshments during term time. This is extended to include supper if on duty. There is also an onsite cafe where a staff discount is offered. There is free onsite parking.

Pensions

Leweston offers a defined contribution pension scheme with Royal London. Membership of the Royal London Scheme includes Death in Service benefit and income protection.

Discount for Teachers

Discounts for Teachers has been introduced following the success of Health Service Discounts and Discounts for Carers. As Leweston staff (not just teachers), you can access a vast range of discounts and deals when you register online.



The Opportunity

We are seeking to appoint a Careers Advisor to work within the school's Pastoral system to provide impartial careers education, information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore Post 16 and Post 18 pathways.

Liaising with: Deputy Heads, Head of Sixth Form, relevant staff with cross-school responsibilities, relevant support staff, external agencies and parents/carers.

Learn more about our Careers support in the [Senior School](#) and the [Sixth Form](#) on our website.

Salary: FTE £35,495, actual salary £16,423 per annum.

Hours: 22.5 hours a week, to be worked over 3 days, term time plus 1 week (to include examination results days), 35 working weeks.

Holiday: Generous Annual leave allowance of 25 days plus bank holidays, pro-rata'd for part time

Key Duties and Responsibilities

- Provide good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality of opportunity and challenges stereotypes'. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)
- To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly.
- To prioritise 1:1 interventions for vulnerable students in years 8 to 13 inclusive.
- To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training.
- To research careers, options pathways and support organisations to meet young people's needs.
- To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- To liaise and negotiate with other organisations, with and, on behalf of young people.
- To work with families and carers to access and facilitate the young person's wider support network.
- To prioritise support and guidance for students and parents at key points in the school year; specifically, KS4 Options Programme and Evening, Post 16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days Year 11 and Post 16 qualifications.



Key Duties and Responsibilities cont.

- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients.
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- To coordinate and manage the destination tracking of all Year 11, 12 and 13
- To review resources in school used for Careers Lessons and research and develop new packages.
- To support the UCAS application processes.
- To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs.
- To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
- To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes.
- To organise and update school's careers library and appropriate career displays.
- To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the Assistant Headteacher.
- To support and be part of all internal and external inspections as required.
- To review and evaluate the quality of provision of careers education and guidance at Leweston School and provide reports for SLT and Governors.
- To operate in accordance with school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act. To uphold and contribute to the school's ethos.

This job description is not exhaustive and gives a good indication of the activities involved in the role within Leweston School. No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime



Person Specification

Knowledge and Experience

Essential:

- Experience of Business/Commerce
- Knowledge of UCAS

Desirable:

- Educated to degree level
- Level 4 Diploma in Career Information and Advice
- Level 6 Diploma in Career Guidance and Advice

Skills

Essential:

- Ability work with young people of all ages
- Work both independently and as part of a team
- Good communicator with stakeholders

Desirable:

- Strong IT skills

Personal Attributes

Essential:

- Enthusiastic and friendly with a genuine interest and commitment to the education and development of young people
- Reliable, good time keeper
- Flexible and resilient, can adapt and respond to changes and display good judgement
- Enthusiastic and energetic, passionate about their subject



Application Process

Interested candidates are invited to apply via [Tes](#).

If you have any questions about uploading your application documents, please contact 01963 211031.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Nicola Harrison by telephone
- Shortlisted candidates will be invited to interviews at the School.

Leweston is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience). All applicants should read the schools' safeguarding policy and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. N.B. Safer recruitment checks will be made at all stages of the recruitment process.





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