



# VACANCIES AT BSIX SIXTH FORM COLLEGE

## Role: Careers Advisor



Contract Type:  
**The college will consider  
Part Time, Full Time,  
Term Time only**

Contract Term:  
**Full Time**

Salary From:  
**Spine Point 19 £37,950 –  
Spine point 21 £40,076**  
inclusive of the Inner London  
Weighting Allowance  
(Sixth Form Colleges'  
Association Pay Scale  
for Support Staff)

Closing Date:  
**21/08/24**

Shortlisting Date:  
**22/08/24**

Interview Date:  
**28/08/24**



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# MESSAGE FROM **THE PRINCIPAL**

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**“The college is an asset to potential learners, providing educational opportunity for many students who have previously experienced disappointment” – Further Education Commissioner 2021**

Thus the words of an October 2021 Stocktake Report from the Further Education Commissioner’s Office, acknowledging a host of improvements made by the college and its consolidation of a distinct niche amongst post-16 providers in Hackney and surrounding boroughs. This about a college which by the end of 2017 was struggling to justify its continued existence – buffeted by declining student numbers, beset by extreme financial pressures and reeling from a second successive ‘Requires improvement’ judgement by Ofsted inspectors.

The transformation, sealed by the securing of a ‘Good’ in our most recent inspection and the earning of a first prize in the Sixth Form Colleges’ Association’s 2023 awards for ‘Curriculum Innovation’, has required a major and united effort by college management and staff. Significant economies have been effected, the quality of teaching and learning raised and a new management ethos nurtured without any loss of morale or any deterioration in industrial relations.

There remains much to do if we are to consolidate the gains which have been made and to implement new strategies. Money remains tight, student retention and financial outcomes are not yet consistently strong and our reputation in some parts of the locality frequently lags behind the reality of what happens on the ground. Those tasks will be made more achievable if we can continue to augment our existing staff team with new injections of expertise, enthusiasm and openness to learning.

Successfully appointing staff of the calibre we need is one of the very most important tasks we face.

If you would like to contribute to the improvement drive at BSix we would love to receive an application from you. The rewards awaiting successful applicants are considerable. As well as the fringe benefits listed elsewhere in this information pack, you will experience an institutional culture hugely supportive of professional learning and development. Management is ambitious but benign; communication is open and regular and there is a strong sense of institutional identity and common cause which transcends any differences between support staff and teachers, long-serving colleagues and recent recruits.

I look forward to receiving your application form and supporting letter stating why you are attracted to BSix and the qualities you can bring to its further growth. Should you want an informal discussion before committing to paper, please request one via our HR Manager, Claire Crook, at [ccrook@bsix.ac.uk](mailto:ccrook@bsix.ac.uk).

By way of an addendum to the above, the governing bodies of BSix and New City College (NCC) have made an in-principle agreement to merge with effect from 1st August this year. It is our joint intention to ensure that the mission, purpose and ethos of BSix is preserved within a larger body which will provide the financial security which, as a small sixth form college, BSix currently lacks. The BSix curriculum will remain almost completely as it is now, and staff will transfer to NCC on their existing salaries and conditions of service.



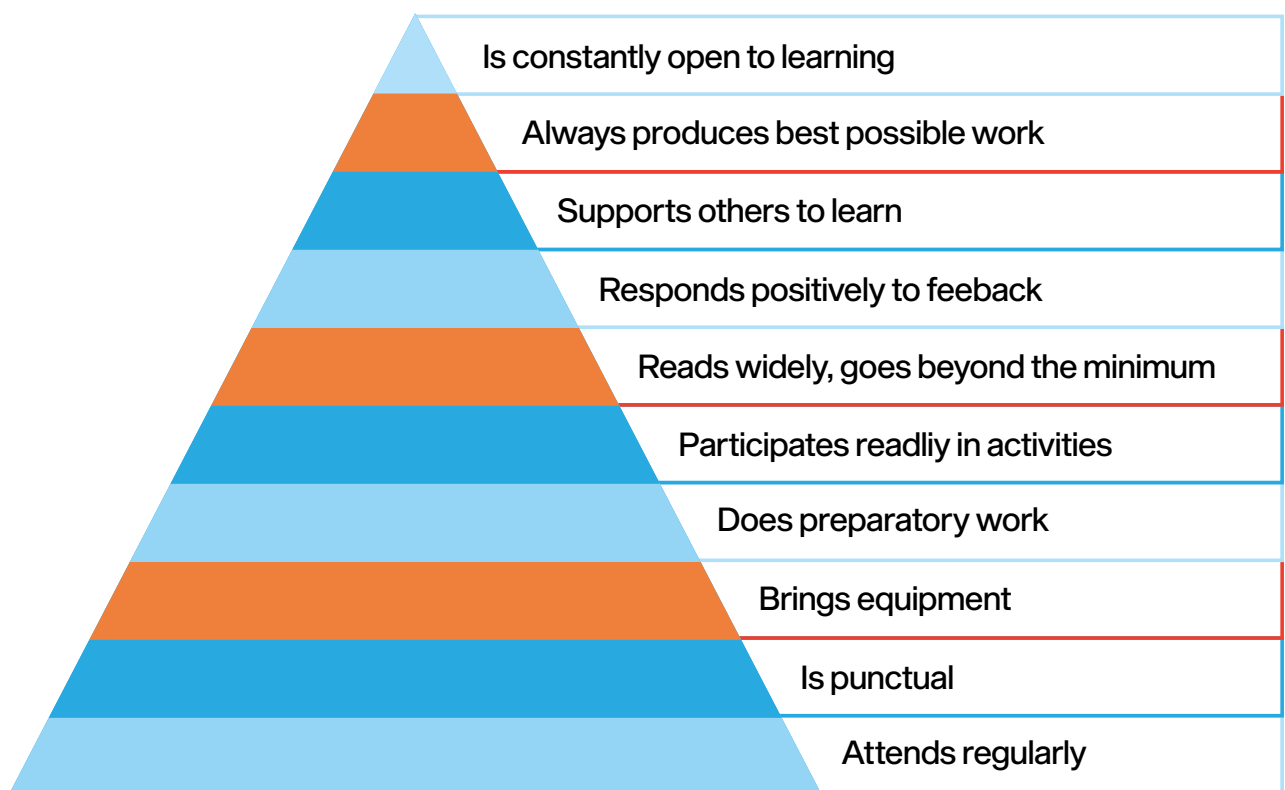
Best wishes,

**Kevin Watson**  
**Principal**

# MISSION STATEMENT

The mission of BSix is to develop in its students, and to demonstrate through its staff, the characteristic of being always “open to learning”.  
It seeks to achieve this by means of a carefully tailored and suitably challenging individual programme, underpinned by consistently strong teaching, comprehensive support services and a wide range of enrichment opportunities, set within a safe and inclusive learning environment.

## THE EXPERT STAFF MEMBER...**THE EXPERT STUDENT**



Promotion of an openness to learning is at the heart of the college ethos and is a key factor in students acquiring the qualifications, and developing the skills and personal qualities, essential for their continuing success.



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# REWARDS and BENEFITS

We offer a competitive starting salary with annual increments; we also offer a generous annual leave package and champion flexible working and a culture of continuous learning.

## Pay

Each year you'll receive:

- Annual pay increments within your Spine Scale following a successful probation period (plus nationally negotiated increases in pay scales and increases to London allowance).

## Annual leave

- Support staff: 29 days annual leave, closure days are between Christmas and new year + statutory holidays.
- Teaching staff: Subject to the provisions in the other paragraphs of this section, you may be required to work for 195 days in any year of which 190 will be days on which you may be required to teach in addition to carrying out other duties.

## Work-life balance

- BSix supports flexible working and, depending on your role, you could request to work remotely on some of your days, compress, reduce or flex your hours.
- Our academic staff have the option to take sabbatical leave.
- We have staff enrichment such as a music club and reading club.
- Onsite secure bike storage
- On-site car parking.

## Pension schemes

- Occupational pension scheme (Local Government or Teachers' Pension Scheme)

## Health and Wellbeing

- Employee Assistance Program, free counselling service: speak to a professional counsellor or information specialist in confidence, 24 hours a day, 7 days a week, 365 days a year.
- Cycle to Work scheme.
- Free access and full use of the college's gym and shower facilities.

## A culture of "Open to Learning"

BSix is proud to be a learning environment and we care deeply about making sure that there are equal opportunities for everyone to grow and keep making a real contribution, in a way that fits with your own aspirations.

- Free online training courses.
- An expectation that you will take in an improvement Initiative.
- Specific development opportunities and frameworks to support careers in teaching, research and professional services.
- Study assistance scheme to provide support with the costs of completing a qualification.
- Leadership development courses.



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# JOB DESCRIPTION

We require a Careers Leader to contribute to our Student Services provision.

The successful candidate will join a skilled and hard-working Student Services department operating within a supportive and encouraging institutional culture. Staff across the college share a strong commitment to its values and aspirations and are ambitious to build on significant recent improvements in student achievement and the wider quality of education we provide.

For more information about the post and the college please contact:

**Claire Crook, HR Manager** at [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk).

**Post Title:** Careers Advisor

**Scale:** Spine Point 19 £37,950 – 21 £40,076 Inclusive of Inner London Weighting Allowance (Sixth Form College's Pay Scale for Teachers)

**Responsible to:** IAG Manager

## Job Purpose

1. To provide high quality career guidance services, impartial information advice & guidance (IAG) for students and external customers, including personal guidance interviews, in order to improve skills, knowledge and understanding of career planning and management.
2. To deliver careers advice tailored to individual circumstances, ensuring students are well informed for their next steps in education and employment and adequate records are kept to evidence delivery. This will include specialist 1-2-1 advice, working in groups and engagement at larger careers events.

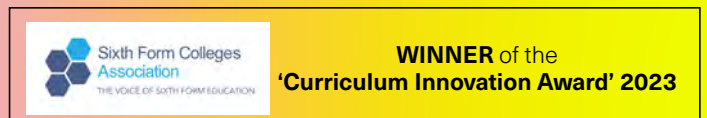
## Main Tasks and Responsibilities

### 1. In common with all other staff:

- 1.1. To support the College's mission, vision, values and strategic objectives;
- 1.2. To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3. To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4. To implement the College's safeguarding policies and practices.
- 1.5. To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6. To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

### 2. In common with all other support staff:

- 2.1. To participate in College-wide projects and tasks.
- 2.2. To work in other support services areas to meet the specific needs of workload peaks.
- 2.3. To partake other duties of a similar nature with the grade as may be required from time to time. This may require working in other locations/sites of the College.



# JOB DESCRIPTION (cont.)

**2.3.** To partake other duties of a similar nature with the grade as may be required from time to time. This may require working in other locations/sites of the College.

## **3. Particular to the post:**

**3.1.** To provide client-focused, impartial career guidance that helps students to progress, plan and manage their own futures, responds to the needs of each individual person, provides comprehensive information and advice, challenges and supports individuals to make informed, realistic and adaptable career decisions based on opportunity awareness and raises their aspirations.

**3.2.** Use expert knowledge of careers information and labour market information and intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology.

**3.3.** To provide impartial pre-entry, on course and exit advice and guidance to students on educational courses.

**3.4.** To provide signposting when required to specialist agencies about a range of issues such as education, employment and training, welfare, counselling etc.

**3.5.** To ensure 1-2-1 interventions for vulnerable students (LAC, SEND, EHCP).

**3.6.** To deliver group based sessions or presentations on all aspects of careers guidance and topics related to employability and personal development.

**3.7.** To support students with their UCAS application process.

**3.8.** To record IAG interventions and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

**3.9.** To support and contribute to the maintenance of up-to-date information resources within the Careers team.

**3.10.** To maintain a welcoming, courteous and receptive atmosphere that is sensitive to the needs of our clients.

**3.11.** To support activities promoting the College to our community, schools and other external agencies;

**3.12.** Attend open evenings and other college events to assist prospective students in their course choice and career planning.

**3.13.** Liaise and arrange for external agencies and employers to deliver workshops or attend events to promote employment and training opportunities.

**3.14.** Provide careers guidance during the enrolment process.

**3.15.** To organise and support campus based careers fairs and careers events.

**3.16.** To support and be part of all internal and external inspections as required – including Matrix, OFSTED.



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# JOB DESCRIPTION (cont.)

## 4. Person specification:

- 4.1. Qualified to Level 6 in Careers Guidance.
- 4.2. Experience of providing Careers IAG to individuals about career choices, education choices, progression and alternative provision.
- 4.3. Knowledge & experience of working with young people in post-16 education.
- 4.4. Knowledge of Matrix requirements and Gatsby Benchmarks.
- 4.5. Good communication, interpersonal and presentation skills.
- 4.6. Skills and knowledge of windows based packages including Microsoft Office.
- 4.7. Ability to work positively with staff and students within a culturally diverse community.
- 4.8. Ability to work within a busy and demanding work environment and being flexible, and able to use initiative in prioritising and organising work.
- 4.9. Ability to work within a team setting and to develop effective working relationships with colleagues.
- 4.10. An understanding of, and commitment to, equal opportunities and practical ideas for their implementation in this post.
- 4.9. Ability to work with people from diverse backgrounds, including those from vulnerable backgrounds with emotional, social, and/or learning/behavioural difficulties.

## Additional Information:

Working Arrangements

Hours of work: 35 hours per week. Routine fixed daily start and finish times between 8.30 and 20.00 by agreement.

If there are circumstances such as such as alterations in the College's pattern of working or changes in the pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be reviewed as and when necessary to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

**The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997.**

**Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

## Keeping Children Safe in Education

The College is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken during the recruitment process which also may include online searches for matters related to contextual safeguarding.

All roles at the College involve regulated activity. It is an offence to apply for a role at the College, if you as the applicant, have been barred from engaging in regulated activity relevant to children.



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# HOW TO **APPLY**

All BSix Sixth Form College job vacancies can be found at [www.bsix.ac.uk/vacancies](http://www.bsix.ac.uk/vacancies) where you will be able to download the relevant application form.

Once completed please return the application to [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk) or return it by post to:

**Human Resources**  
**BSix Brooke House**  
**Sixth Form College**  
**Kenninghall Road**  
**Hackney**  
**London E5 8BP**

## CONTACT FOR **INFORMAL CONVERSATION**

If you would like any more information or wish to chat to someone about the vacancy please send an email with the relevant vacancy as the subject to: [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk)

# “**BSix COLLEGE IS AN ASSET TO THE COMMUNITY**”

**Further Education Commissioner**

2021



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0203 137 5320 | [www.bsix.ac.uk/vacancies](http://www.bsix.ac.uk/vacancies)



# PREVIOUS STAFF TESTIMONIALS

“During my time at BSix, I have always found the College to be a friendly and welcoming place to work. The management have an open door policy and encourage and support staff development. I always feel that I am supported and encouraged to be part of a team. I have had a very positive experience whilst working at BSix and it is good to know that I have the support and back up of the management team.”

“I have thoroughly enjoyed working at BSix and appreciated the tremendous extent of support I've been given at various times. Throughout the time teaching at the college I've felt my contributions were valued, this alongside the other areas aforementioned inspired me to stay committed and propelled my efforts whilst carry out my daily duties. Students surpass just 'fitting in', rather they excel in the college's unique environment where they can feel 'safe' being their authentic self. This is achieved because the college fosters an enriched environment which celebrates and appreciates difference.”

“BSix was a friendly and fun atmosphere, and I actually enjoyed going to work each morning. I felt that Kevin understands the needs of the staff and supports them in all possible ways and the most important thing is that we all work together to give the best experience to our student community.”

Aside from the job itself, a few factors that influenced how I felt about working for BSix included the relationship with colleagues, the culture and the scope for development. I felt good about going to work and therefore motivated throughout the day. Communication from SMT was open and transparent and the BSix philosophy, mission and values were discussed with staff. Staff morale was very high”



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