



HEAD OF CAREER EDUCATION

FULL TIME | PERMANENT



01

HEAD OF CAREER EDUCATION

Eton weaves employability through the curriculum to ensure boys have a clear understanding of the world of work and the nature of career.

Eton College is seeking to appoint a Head of Career Education who will work to develop the College's approach to career education and contribute to a strong and creative future focus for the Career Education Department.

An important aim of the role will be to ensure Etonians develop effective career management skills and understand how to develop and maintain their ongoing employability.

Through proven experience in career education, the ideal candidate will possess excellent knowledge in accordance with the Code of Ethical Principles of the Career Development Institute. This rewarding role is best suited to someone who is passionate about career education with a real sense of entrepreneurship, vitality and warmth.

You will be joining our fast-paced, ambitious school and keen to be part of Eton College's future. Our historic college dating back to 1400's offers a unique place to work, steeped in history, set amidst beautiful grounds and just a stone's throw from Windsor.

This position is offered on a full-time, permanent basis, working 40 hours per week during state school term time (39 weeks per year).

Eton offers an outstanding working environment, a generous benefits package and the opportunity to further hone your professional skills and expertise.

CAREER EDUCATION AT ETON

Eton's willingness to innovate and evolve is a tradition which has seen the school thrive for almost six centuries.

Our aim is to weave employability through the curriculum. We define employability as a set of skills, knowledge, understanding and personal attributes that make a person more likely to choose, secure and retain occupations in which they can be successful and happy. We see it as equipping boys with skills for life beyond Eton. In doing so, the Career Education department seeks accreditation biennially through the awarding body Career Mark to attain the Quality in Careers Standard (QiCS). In Nov 2022, the department was revalidated as making good progress towards this national standard and won a Gold Award through Complete Careers.

The department ensures that boys receive age appropriate guidance, information and advice through a planned programme of career, employability and enterprise education delivered via a variety of agencies and partners. The general programme includes assemblies, parent meetings, regular Focus on Careers newsletters as well as access to at least weekly VocSoc speaker meetings, sector-specific networking events, and other co-curricular society meetings focussed on the professions.

We run Business Insight Days, immersing groups of boys in a company or a sector for a whole day, exposing them to the culture of a business and acquainting them with some of the many career tracks that exist within it. We utilise the Shortlist.me platform to allow boys the opportunity to practise asynchronous interviews, a widely used selection tool.

There is an extensive range of information and advice available on our internal platform Firefly and boys also have access to a wide range of other online platforms and services such as Morrisby, Unifrog, Shortlist.me, EtonX, SACU and Cappfinity Strengths Profiling.

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We believe that Eton's traditional excellence should not only be maintained and developed but should be shared more widely. We have received wonderfully generous support for all of our priorities – reinforcing excellence at Eton: providing more bursaries for boys who should come to Eton but cannot afford it; and building partnerships with the maintained sector. We will need to build further on past generosity to achieve our ambitions.

LORD WALDEGRAVE OF NORTH HILL (AJM, RDM 65) PROVOST (2009-2024)



THE BENEFITS

We believe that all our staff deserve the fullest support in achieving their own potential

An excellent remuneration package is offered for the post. The salary will be £47,173.11 per annum (FTE £55,000.00 per annum).

The College offers a number of attractive benefits including an 11% employer contribution to your pension (with 4.9% employee contribution).

All members of our community are encouraged to participate fully in the life of the school and to enjoy the beautiful grounds and facilities. The school is part of the picturesque village of Eton with plenty of restaurants, pubs and coffee shops and is just over the bridge from the beautiful town of Windsor.

Eton is a short walk from Windsor Riverside Station, with regular trains to Waterloo. Eton is only a short drive from Slough station with 17 minute train services to Paddington, along with the Elizabeth Line offering a direct line into central London. Heathrow and the M4 and M25

Proximity to Heathrow and the M4 and M25 mean that the College is incredibly well connected and easy to get to.

OTHER BENEFITS OF SERVICE INCLUDE:

- Employee Assistance Programme
- Bike-to-work scheme
- Season Ticket Loan
- Free or heavily discounted access to the College's sports and leisure facilities, including: 25m indoor swimming pool, gym, golf course, tennis courts, squash courts and Dorney Rowing Lake

For more information about Eton College please visit www.etoncollege.com



ETON TODAY

The Eton College of the 21st century is focused on the future while valuing its heritage.

Today's school is a progressive and increasingly diverse community. Inclusivity, individual student development and innovation in teaching and learning are some of our guiding principles.

ACCESS

Eton has made places available, free of charge, since its foundation in 1440 and we remain committed to making an Eton education accessible to talented students from all backgrounds. We offer over £8,000,000 annually in means-tested fee remission as part of our financial aid projects, with 107 students currently attending Eton on free places.

PARTNERSHIPS

We also have one of the largest and most effective partnership programmes of any independent school in the country, with annual interactions with over 100 state-funded primary and secondary schools. These include the two free schools that Eton was involved in establishing, Holyport College, and the London Academy of Excellence, both of which offer an Ofsted 'outstanding' education to their pupils. Eton's staff and pupils benefit greatly from these relationships.

Our partnership programme encompasses a wide range of activities, including teaching provision, sharing sports facilities with local schools and community groups, student mentoring in numeracy and literacy, a Summer School programme, an annual

Community Fair fundraising for charities, and voluntary service in the local community. We encourage all our people – students and staff – throughout their time at Eton to engage actively with service to their local communities.

We work with numerous state schools on activities of mutual benefit as part of the 'Eton Connect' programme, with a particular focus on our enriching partnerships with Holyport College, the London Academy of Excellence, and the Thames Valley Learning Partnership. This has developed substantially in the last six months with agreement with the Department for Education to open three state-maintained sixth form colleges in Partnership with Star Academies. We have a growing catalogue of online EtonX self-study courses which cover a wide variety of areas including leadership skills, university preparation, career education, and the academic curriculum. These courses are used internally as well as made available for free to pupils and teachers at partner schools and the broader UK state sector.

INNOVATION

We are a forward-thinking school, always seeking to work at the forefront of developments in teaching and learning. The Tony Little Centre for Innovation and Research in Learning (CIRL) is a dedicated centre that allows the school to work alongside partners to explore the latest pedagogical research findings and new technologies and to conduct research projects.





ABOUT THE ROLE

We value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

MAIN DUTIES

The post-holder will:

- Help to shape a vision and ongoing development plan for careers provision at Eton which meets the Quality in Careers Standard (QiCS) by providing a service which strives to meet the Gatsby Benchmarks;
- Provide effective, accessible and up-to-date careers information for Etonians and recent leavers;
- Provide one-to-one careers guidance to Etonians on demand so as to support key transition points;
- Ensure Etonians understand how to maintain employability i.e. make informed and thoughtful decisions about their futures, and know how to plan and manage their careers and manage career changes;
- Develop and deliver online and written resources, tools and activities that develop self-awareness, effective career management, and employability skills, including through the SPHERE programme and tutorials as appropriate;
- Engage Masters in career education and support them in the 'career education' effort (e.g. in tutorials);
- Manage the department personnel and oversee resources and budget;
- Respond to parents' enquiries quickly and effectively;
- Support Etonians in their search for work experience;
- Coordinate links with Old Etonians, parents and employers to provide opportunities for Etonians;
- Facilitate entrepreneurship education and enterprise initiatives from boys;
- Select and recruit the external agencies we use to supply careers services, to evaluate them and to maintain productive relationships with them;
- Organise and manage various careers education workshops and events;
- Develop and deliver workshops, seminars and other activities and resources to ensure Etonians understand the world of work;
- Enable Etonians to appreciate their own capabilities, skills, knowledge, strengths, aptitudes and personality traits so that they are better able to articulate these and so develop their employability and so facilitate effective career management;

This list is not exhaustive and is subject to change. The successful candidate will be expected to fulfil any reasonable request made by the Head Master or the Deputy Head (Partnerships).



ABOUT THE ROLE

- Learn from and collaborate with peers in other schools (via Eton group etc.) and attend relevant conferences so ensuring ongoing personal professional development;
- Maintain up to date knowledge of labour market intelligence, guidance theory and practice, the learning curriculum and other aspects of professional development through personal research and reading, and attendance at CPD events as appropriate;
- Keep abreast of recruitment trends and employer requirements;
- Evaluate the effectiveness of Eton's CEIAG by carrying out regular surveys;
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

WORKING PATTERN

- The post holder will be expected to work for 40 hours per week over 5 days (usually working 8am to 5pm with one hour unpaid for lunch each day). Exactly how these hours are worked will be by mutual agreement with the Deputy Head (Partnerships);
- There may be evening and weekend work required on occasion, and in this case this will be agreed in advance and time off will be offered in lieu;
- This role works during state school term time (39 weeks of the year), and the salary will be paid over 12 equal monthly instalments;
- The post holder is entitled to 5.6 weeks of holiday (inclusive of bank holidays), meaning that the total number of paid weeks across the year is 44.6 weeks. If a bank holiday falls during a school term period, the post holder will be required to work this day and will receive an additional day's holiday in lieu;
- The post holder must use all their entitlement (including any days in lieu) during the first arising periods of state school holidays. Any remaining weeks are deemed to be non-working weeks.



We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. We believe in equal opportunity for everyone, irrespective of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.

CANDIDATES

We are looking for suitably-qualified candidates from all backgrounds.

ABOUT YOU

To be successful in this role, you will need:

- A Bachelors degree in a directly-related subject;
- Excellent knowledge of the career education work in accordance with the Code of Ethical Principles of the Career Development Institute;
- To possess or be working towards the following:
 - Qualification in Careers Guidance /QCG/D Level 6;
 - Membership of the Career Development Institute (CDI);
 - Registered Career Development Professional (RCDP);
- Support may be available for a candidate who is unqualified but who has relevant experience to progress towards these qualifications;
- Proven experience in career education at senior level,
- Demonstrable in-depth knowledge of career education legislation;
- Excellent written and communication skills, combined with the proven ability to quickly build credible relationships with students;
- Ability to plan and implement programs, counsel students and involve oneself with college activities;
- Comprehensive understanding of career development, job search strategies, job market trends, employer relations contemporary recruitment methodologies, and trends in career services including the use of current technologies.

You may enjoy this role if:

- You have the ability to work with a high level of independence in an agile environment, prioritise assignments and manage time and ambiguity effectively.
- Can demonstrate interpersonal skills to foster and maintain effective relationships with students, faculty and staff.
- Have the ability to work and lead effectively in a highly diverse campus community.
- Can demonstrate skills in administration, organisation, supervision, and interpersonal skills.
- Have skills in building quality partnerships within the business, industrial, and educational communities.



APPLICATION PROCESS

To discuss the role, please contact the HR Recruitment team at recruitment@etoncollege.org.uk

Please apply online at jobsearch.etoncollege.com

Please ensure that you fill out your application form for the post in its entirety.

Closing date for applications: Monday 23rd September 2024

Due to the needs of the school and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are advised to submit your application as early as possible to avoid missing your chance to apply.

Further information about the College can be viewed at etoncollege.com and etoncollege.com/about-us/our-strategy

Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on recruitment@etoncollege.org.uk

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.