



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

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Oct 2022

Dear Applicant,

## Careers Advisor

Thank you for your interest in our vacancy for a Careers Advisor at Bottisham Village College, to be shared with Netherhall School.

In this pack you will find information about the vacancy, including a full job description and person specification, alongside information about our school. To find out more about us as a college, why it's great to work here, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for all applications is Midnight, Thursday 13 October, and we are intending to interview the following week. Please send your completed application form, together with a letter of application to Stacey Turner (HR Officer) [hr@bottishamvc.org](mailto:hr@bottishamvc.org). Only completed application forms will be considered – CVs will not be accepted.

I hope that this pack gives you all the information that you need at this stage and we look forward to receiving your application.

Yours sincerely

**Jenny Rankine**  
Principal

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## Information for applicants

### Welcome from the Chief Executive Officer



I am delighted to be able to introduce you to Anglian Learning. We are an ambitious, outward looking multi-academy trust. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our school communities. Our motivation in establishing Anglian Learning was based on a strong underlying belief that we can simply achieve more together. We've tried to encapsulate that within our over-arching goal:

*'To create self-sustaining, community based clusters of schools that celebrate individuality, creativity and innovation and actively pursue a collective responsibility for achieving excellent outcomes for all learners across the trust.'*

We are convinced that the chances of achieving this goal will be strongly enhanced by working together across the whole age range, enabling us to collectively enhance the experiences, achievements and ultimate life chances for all of the children and young people in our care. We are therefore delighted with the establishment of our first Primary Hub, which will complement and enhance the work of existing secondary schools.

We understand that staff are our most important resource. Quite simply, we want to recruit, develop and retain colleagues who share our vision. We are committed to offering high quality, personalised professional learning and developmental opportunities to support career development and personal growth.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas, professional challenge and alternative perspectives. We are firmly committed to maintaining the individual ethos and identity of each school, matched to the needs of each local community, whilst all sharing the same core trust values and goals.

I hope that you find the information in this booklet helpful and if you have any queries then please do not hesitate to make contact with either the school or [hr@anglianlearning.org](mailto:hr@anglianlearning.org).

We very much hope that you will consider working with us and that we can be instrumental in developing your career.

Kind regards  
*Jonathan Culpin*  
**CEO Anglian Learning**

# Anglian Learning, a unique multi academy trust

All members of our Trust share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the lives of our young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all students. We are committed to the best financial planning and clearest governance structure with a rigorous system of checks and balances to ensure our future development and growth.

Anglian Learning was initially created by three highly successful Cambridgeshire secondary school academy trusts, with similar visions of enhancing the capacity of mutual support and challenge, formally joining together as a Trust. A further secondary school joined Anglian Learning in March 2016 with an Ofsted rating of Requires Improvement, which had been held for several years. In October 2018, due to the work undertaken by the staff, the Principal and the Trust, the school successfully achieved a rating of Good in all areas.

In March 2018 Anglian Learning established a Primary hub with three primary schools choosing to join the Trust, forming a collaborative and supportive primary network. Anglian Learning has also won the contract for a new primary school The Marleigh School which is currently due to open in 2022. Further information about each of our schools can be found by visiting their websites:

- <http://www.bassingbournvc.net/>
- <http://www.bottishamvc.org/>
- <http://www.netherhall.org/>
- <http://www.sawstonvc.org/>
- <http://www.bottisham.cambs.sch.uk/website/home/>
- <http://www.fenditton.cambs.sch.uk/>
- <http://www.staplefordprimaryschool.org/>
- <http://www.jfan.org.uk/>
- <http://www.lvc.org/>
- <https://www.icknieldprimary.co.uk/>
- <https://www.lintonheightsschool.co.uk/>
- <https://www.themeadowbalsham.co.uk/>
- <https://www.thepinesprimary.co.uk/>

We are committed to ensuring that all Anglian Learning schools aspire to achieve consistently improving progress measures that are significantly above national expectations and place them in the top 10% of schools nationally.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross school educational fertilization within the Trust to improve life chances by:

- *Developing a dynamic and inspirational culture for teaching and learning excellence.*
- *Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.*

- *Building a curriculum and assessment structure that will enable teachers, students and parents to celebrate success and respond swiftly to challenge.*
- *Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.*
- *Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.*
- *Providing CPD opportunities for staff at all levels in the Trust*

The Trust Leadership Team comprises of a CEO, supported by a Deputy CEO who is a trained Ofsted Inspector, a Primary Executive Headteacher who oversees and supports the Primary Hub and highly qualified and experienced Directors advising on Finance, ICT, Operations and Human Resources.

The operational structure of the central team is constantly being reviewed to ensure that it delivers the maximum and desired support to the schools within Anglian Learning.

**The Core Vision of Anglian Learning is to enable:**

**Dynamic, empowered learners who thrive and lead in their communities: locally, nationally and globally.**

Our four core values and principles guide our work to achieve our vision:

**Aspiration**

We are ambitious for ourselves and all those in our community to be the best we can be

**Community**

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

**Empowerment**

We enable our academies, staff and learners to embrace new ideas and think creatively

**Inclusivity**

We believe in equality of opportunity, celebrating everyone’s differences and supporting learners of all abilities from all backgrounds

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable. We value diversity and welcome applications from everyone, including those with protected characteristics under the Equality Act. Flexible working considered.

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## About Bottisham Village College

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a eight form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed with around 1300 students on roll, rising to 1500 in next 3 years.



We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements. <https://bottishamvc.org/about-us-2/ethos-cultural-values/>

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.



This is an exceptionally exciting time for the college for a candidate to join us as a growing school. In 2018 the completion of the College's £17 million Capital build gave us additional resources including a large performance hall, new dining facilities, larger music department, dance studio, new library and English and maths classrooms. The build has also provided a new and convivial reception area, new offices, the large Henry Morris hall and conference space as well as a Trust central office suite.

## Ofsted

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



*This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.'* Ofsted 2012

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

## Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER ( School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



## Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

## Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

## The Locality Team

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

## The Community Dimension

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and our Sports Centre, adult learning provision in the evenings and community library are at the heart of our community life.

It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!



## Equal Opportunities

Bottisham Village College is an Equal Opportunities employer.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable. We value diversity and welcome applications from everyone, including those with protected characteristics under the Equality Act. Flexible working considered.

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# **BOTTISHAM VILLAGE COLLEGE**

## **JOB DESCRIPTION**

**POST TITLE:** Independent Careers Guidance Advisor

**GRADE:** SO1 to SO2 depending on qualifications / experience

**RESPONSIBLE TO:** Assistant Principal

### **PURPOSE OF THE JOB:**

To work with young people within the working schools partnership providing independent careers information, advice and guidance, supporting them to realise their maximum potential in learning, personal development and employment opportunities.

To be responsible for the provision of independent careers information, advice & guidance for all students within the partner schools

### **MAIN RESPONSIBILITIES:**

#### **General**

- To support those responsible for IAG & Careers in all partner schools with implementing a cohesive and detailed strategy for the delivery of IAG to all students in line with current and future Government guidelines and taking into account specific local circumstances, resources and needs
- To have a consistent approach across the working schools partnership
- To engage with young people to identify and assess their support needs and identify and address barriers to their progression in life and learning
- Contribute to the development of effective systems and share good practice between partner schools

#### **Manage Information**

- To work with staff to identify, monitor and intervene as appropriate with students at risk of becoming NEET, and with other vulnerable students
- To understand and have effective relationships with schools
- Review progress and support with the young person
- Maintain up to date and accurate client records
- Work with professionals to ensure effective sharing of information within established protocols

### **1:1 Careers Guidance**

- To provide independent careers interviews both for students at risk of becoming NEET, those identified by the school and those who self-refer to enable young people to make considered, independent choices.
- To actively support the young person to make decisions about accessing opportunities including learning, employment and personal development
- To support young people at key transition points
- To be available to support parents evenings; drop down days; results day as appropriate

### **Post 16 Guidance**

- To support students with UCAS Progress applications and personal statement writing

### **Other Duties**

- Keep up to date with information and professional development
- Access training and development opportunities
- Contribute to appraisal processes
- Contribute to continuous improvement processes and quality standards
- To undertake any other task commensurate with the post as directed by the College Leadership Team.

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**BOTTISHAM VILLAGE COLLEGE  
PERSON SPECIFICATION  
POST: Independent Careers Guidance Advisor**

Attribute	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education including GCSE Maths &amp; English, grade C or above, or equivalent</li> <li>• Level 4 in Advice and Guidance</li> </ul>	Level 6 in Advice and Guidance Membership of the Institute of Careers Guidance
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering information, advice and guidance</li> <li>• Experience of effective liaison with employers and other stakeholders, creating opportunities and developing network of contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience in working in a secondary school environment</li> <li>• Experience of supporting on a one to one basis</li> <li>• Experience of organising and co-ordinating group sessions</li> </ul>
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Knowledge of universities, subject choices, non-academic career choices, gap years and volunteering</li> <li>• Genuine commitment to delivering positive outcomes for students</li> <li>• Competent with the use of ICT</li> <li>• Adaptability</li> <li>• Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Academy</li> <li>• Clear communication</li> <li>• Ability to prioritise and to work to deadlines and to maintain confidentiality.</li> <li>• Ability to analyse information and to identify options</li> <li>• Good team skills and the ability to network effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Use of SIMS</li> <li>• Use of databases and ability to analyse data</li> <li>• Knowledge of local Higher Education providers and other external agencies relevant to post</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Willingness to fit into the ethos of the college</li> </ul>	

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**A reflective learning community committed to achieving and sharing excellence in an environment in which every child matters**