



HOLYPORT COLLEGE



**CAREERS ADVISOR AND PROGRAMME
COORDINATOR (PART-TIME)
Candidate Information**

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will become more and more excited about joining the Holyport team and the opportunities that provides.

This new position offers the successful candidate the opportunity to shape Careers Education at Holyport College. The post holder will work closely with Graham Alford, Assistant Headteacher, who is the SLT lead for Careers to build and sustain our careers programme. The College will invest in the post holder's professional growth. Post holders who do not already have the Careers Development & Guidance L6 Diploma will be supported through a full training pathway to achieve this qualification.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, popular secondary school with 600 pupils, over 200 of whom are boarders. With a comprehensive intake at Year 7, it actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing, academically selective Sixth Form where they are joined by a similar number of new students. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



"A school with the modest aim of transforming lives. Much has been invested in this school - not just money but reputations. So far, so excellent".

GOOD SCHOOLS GUIDE

HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and recent initiatives include:

- ♦ the introduction of iPads for every student (September 2024).
- ♦ the opening of three new Eton Fives courts (October 2024).
- ♦ The development of a new Performing Arts Centre, planning application granted (November 2024).
- ♦ The reintroduction of a joint Combined Cadet Force (CCF) with Eton College (January 2026)
- ♦ Planning to introduce A Level and GCSE Business Studies and Design Technology to the curriculum (September 2026 & 2027 respectively)

Holyport College was last inspected as a boarding school by Ofsted in March 2025 and graded outstanding in every category.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. The village has a doctor's surgery, a newsagent, a grocery, a butcher, a small café and a hairdresser, as well as the post office and four pubs.

It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR).



BOARDING

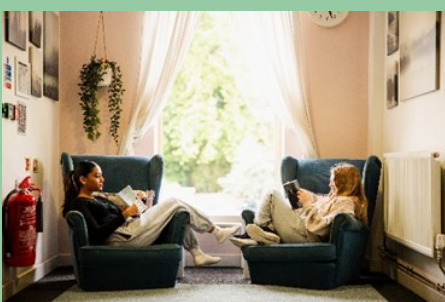
Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.

With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.

Many staff are also involved in the boarding life of the school for which they receive additional remuneration. Please let us know if this is of interest.



JOB DESCRIPTION

PURPOSE OF THE POST

To work with the SLT Head of Careers to develop a vision for the future of the Holyport College Careers program and to be responsible for delivering this vision with support from the Careers Administrator.

Strategic Planning & Gatsby Benchmarks

- Ensure that there is a comprehensive and ongoing program of activities to meet the Gatsby benchmarks
- Liaise with the SLT Head of Careers to regularly evaluate the school's performance against the 8 statutory Gatsby Benchmarks via the Compass+ tool
- Provide one-to-one career education, advice and guidance (CEIAG) interviews with students at appropriate times throughout their school journey to support them with finding pathways
- Commit to ongoing professional development including, if not already held, completing the Level 6 Diploma in Careers Guidance & Development course through an accredited provider
- Administer destination data tracking for leavers, helping to identify and support students at risk of becoming NEET
- Liaise with external providers (e.g Learning to Work) where appropriate to ensure that activities meet the requirements of our pupils
- Take ownership of the Careers section of the College website to ensure that it is up to date and
- Liaise with the SLT Careers Lead and academic departments to help map, record, and embed careers across the curriculum
- Liaise with the SLT Head of Careers, Careers administrator & PD Coordinator to ensure that the taught Careers program delivered within PD sessions is successfully resourced and administered
- Have oversight of pupil progress on Unifrog and, in conjunction with the Careers Administrator, give teachers up to date information about their progress
- Liaise with the SLT Head of Careers to look at ways to continually improve our careers provision to include developing student workplace competencies, preparation for degree apprenticeships & work experience opportunities (this is not exhaustive and input from the Careers Advisor

Stakeholder & Employer Engagement

- Act as the first point of contact for local employers, training providers, colleges, and universities seeking to engage with the school in line with our Provider Access Policy
- Champion the Holyport Careers provision
- Liaise with the Careers Administrator to assist in producing and distributing careers-related information through social media, DIXIT and other avenues
- Develop links with the Berks Careers Hub and Thames Valley Learning Partnership (TVLP)
- Build links with the Eton Careers Department to enhance both schools' careers programs
- Help build and maintain a database of local businesses to support work experience placements and workplace visits
- Build a network of links with local businesses, degree apprenticeship providers and the Holyport College parent community
- Communicate effectively with parents and carers regarding upcoming careers events, opportunities, and resources.

"Holyport College is a joyous place to learn. Pupils are well cared for in a cheerful and warm environment where difference is welcomed. ... Pupils enjoy positive and friendly relationships with staff who know them well."

OFSTED INSPECTION REPORT 2023

PERSON SPECIFICATION

QUALIFICATION CRITERIA

- GCSE English & Maths at Grade C/4 or above (or equivalent L2 qualification)
- Right to work in the UK

SKILLS AND ATTRIBUTES

ESSENTIAL

- Ability to communicate effectively with a range of stakeholders (pupils, parents, employers etc)
- Knowledge of and a willingness to learn about the education sector and student pathways (e.g A-Levels, BTEC, T-Levels, Apprenticeships)
- Hold the L6 Careers guidance diploma (or equivalent) OR a commitment to undertake this
- Passionate about working with pupils to help them select appropriate pathways when they leave school
- Highly organised, self starter with experience of making things happen in organisations
- Competent with a range of IT packages needed for the role
- Ability to work independently and be a self starter
- Ability to work in a face paced environment and remain calm with a sense of humour

DESIRABLE

- A knowledge of CEIAG and the Gatsby benchmarks
- Experience with Unifrog
- Experience of working with young people in an education, guidance, mentoring, coaching or pastoral setting



REMUNERATION AND BENEFITS

This is a part time role (2 days per week, term time only plus four days to coincide with GCSE and A-level results in August).

The successful candidate will be remunerated on the Local Government support staff pay scale Level 12—Level 24 (£29,542 - £36,581 FTE) and enrolled in the Local Government Pension Scheme. Salary is dependent on qualifications and experience (actual salary is pro-rata) .

Holyport College is committed to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued. We are a school where teachers really can teach: students behave very well at Holyport College and they want to learn.

The College has two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks and there are opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and the USA.

There are many opportunities for CPD including through our partnership with Eton College and the Boarding Schools' Association.



“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Closing date: midday on Wednesday 23rd September. Early applications are encouraged and we reserve the right to appoint before the deadline.

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ♦ A fully completed support staff application form which can be downloaded from the College website [here](#)
- ♦ Completed References & Monitoring and Equal Opportunities forms, also available on the College website

The process is as follows:

- ♦ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ♦ Shortlist interviews will take place at the College shortly after the closing date when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

This role is exempt from the Rehabilitation of Offenders Act 1974 so candidates must disclose information about spent, as well as unspent convictions.

