

## Job Description: Sixth Form and Destinations Programme Officer

**Reports to:** Head of Destinations

**Location:** Currently operating hybrid working in our West London Office

**Contract:** FTC (12 months)

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £33,000 to £37,000 (depending on experience)

### About the role:

The Sixth Form and Destinations Programme Officer role is an exciting opportunity for someone to use their passion for developing careers education to impact hundreds of young people each year. The role will play a fundamental part in delivering Ark's mission: to make sure every student leaving an Ark secondary school has the choice of progressing to a good university or directly into a professional career.

The Sixth Form and Destinations Programme Officer will support Ark's secondary schools to achieve the 8 Gatsby Benchmarks of Good Career Guidance. They will also develop network resources to support students interested in securing high quality apprenticeships, along with other projects that support Ark students securing ambitious post 18 destinations.

### Key Responsibilities:

#### **Gatsby Benchmarks**

- Work directly with schools to improve the average number of Gatsby Benchmarks achieved by secondary schools in the Ark network
- Support and monitor schools' completion of evaluation activities and analyse results to inform strategic planning of destinations support activity
- Support schools to embed Unifrog in their career's programmes, increasing student logins and completion of progress tasks
- Work with the Primary CEIAG and Personal Development Lead to ensure best practice across primary and secondary schools is shared
- Work with the Head of Destinations and Primary CEIAG and Personal Development Lead to create a pupil journey for all CEIAG and work-related learning from EYFS to KS5 that aligns to network destinations goals
- Act as the main point of contact for secondary CEIAG/Gatsby and Unifrog support and guidance, and collaborate closely with the Head of Destinations to enhance the CEIAG community across Ark

#### **Apprenticeships and relationships with key stakeholders**

- Maintain and develop relationships with top providers of degree/higher apprenticeships to support comprehensive apprenticeships IAG in schools, effective parental engagement and aspiration/information events
- Leverage Ark's partnerships with employers and develop new partnerships (including FE providers) to create an extensive schedule of events and opportunities that map to the specific needs of Ark schools
- Ensure that all network events/opportunities add demonstrable value to schools' work, either because of improved quality/effectiveness or of reduced costs from operating at scale

## **Other**

- Work collaboratively with colleagues across the Sixth Form and Destinations team to support progression to high-quality destinations
- Contribute proactively to the wider development of Sixth Form and Destinations team strategy
- Contribute to network meetings (central team and schools) when required

## **Person Specification: Sixth Form and Destinations Programme Officer**

### **Qualifications**

- Educated to degree level or equivalent, or at least 3 years' relevant work experience

### **Knowledge & Skills**

- Extensive knowledge and practical experience of high quality CEIAG provision in secondary schools (ideally 11-18), and of delivery against the Gatsby benchmarks
- Knowledge and experience of working with schools/students to overcome barriers to post 16 and post 18 progression
- Knowledge and experience of the apprenticeships landscape
- Knowledge and experience of virtual learning environments and online platforms that support destinations work. Beneficial if one of these is Unifrog
- Comprehensive IT skills, particularly in working with MS Office, Excel and cloud-based storage. Evidence of basic manipulation of data to support with analysis and reporting. Desirable: experience working with online community platforms
- Experience of working with and influencing a range of stakeholders, particularly schools and employer partners
- Delivery against ambitious and stretching goals
- Excellent written communication and interpersonal skills
- Strong track record of being a self-starter

### **Personal Qualities**

- Highly organised, detail oriented and systematic in delivering high-quality work against ambitious objectives
- Ability to work methodically/multi-task, thrives in a fast-paced environment
- Ability to manage workload/prioritise time effectively
- Highly collaborative and flexible in approach, able to adapt to changing circumstances and priorities
- Professional integrity and resilience
- Recognition of the importance of smooth administrative systems in supporting outstanding outcomes for young people

## **Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*