

A close-up portrait of a young woman with light brown hair and green eyes, wearing black-rimmed glasses. The image is the background for the entire page.

# IBELONG

Candidate brief

Higher Education and Careers  
Advisor



**Southbank**  
International School

LONDON'S LEADING IB WORLD SCHOOL

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# ABOUT OUR SCHOOL AND STAFF

**For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.**

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11) – Hampstead and Kensington
- Middle Years Programme (ages 11–16) – Westminster
- Diploma Programme (ages 16–19) – Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

## **SAFEGUARDING OUR STUDENTS**

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

# OUR CAMPUSES



## KENSINGTON

### Primary Years Programme

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Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library / media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



## HAMPSTEAD

### Primary Years Programme

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Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a Music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



## PORTLAND PLACE (WESTMINSTER)

### Middle Years Programme

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Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall / theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



## CONWAY STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space / hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, audiotapes, magazines, local and national newspapers and university prospectuses.



## CLEVELAND STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and living moss walls which bring nature indoors.

# THE INTERNATIONAL BACCALAUREATE

**The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.**

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit [southbank.org](http://southbank.org) or [ibo.org](http://ibo.org), the official website of the International Baccalaureate.

## HOW IB PROGRAMMES DIFFER FROM OTHER CURRICULA

- They encourage students of all ages to think critically and challenge assumptions.
- They are developed independently of government and national systems, and incorporate quality practice from research and IB's global community of schools.
- They encourage students of all ages to consider both local and global contexts.
- They develop multilingual students.

# WELCOME TO COGNITA SCHOOLS

**Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 67 schools in Europe, Latin America and South-East Asia.**

We employ over 5,000 teaching and support staff who are responsible for the education and care of more than 30,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

**Everyone in Cognita is connected.**

## OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

**Cognita Education has three key ingredients:**



### Academic

—  
Pursuing academic excellence for every child



### Character

—  
Developing character



### Global

—  
Connecting with a global community

# JOB DESCRIPTION:

## HIGHER EDUCATION AND CAREERS ADVISOR

### REPORTING TO

Careers Leader

### HOURS

Part-time position. The Higher Education and Careers Advisor will work mainly in term time, but some work during the school holidays will also be necessary to support key times and events during the school calendar

### BACKGROUND

Students from Southbank International School go on to a wide range of careers ranging from jobs in finance and business, to politics, law, medicine and international relations. Almost all leave Southbank to go to university and many then go on to become leaders in their chosen field. The School is committed to providing excellent careers advice to all students who request this service, and ensuring that they acquire the skills, knowledge and understanding to succeed in life. The Higher Education & Careers Department provides students with careers guidance and support. The HE & Careers Dept. is active in facilitating the students' searches for work experience and careers guidance from among the Southbank community, and provides speakers and participants for careers-related events.

### PURPOSE

To provide professional higher education and career global guidance services, including personal guidance interviews, in order to improve students' skills, knowledge and understanding for higher education and career planning.

### RESPONSIBILITIES

#### Personal Career Guidance

1. To conduct student-focused, impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
2. To generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

3. To undertake the usual professional assessment of practice activities and maintaining the necessary records to allow comparisons (e.g. surveys, case studies) as well as keeping statistical records and interpreting data

#### Careers Information

1. 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, e.g. social media and web-based information sources.
2. To organise careers fairs and other relevant activities in conjunction with the Careers Leader.
3. Developing and recommending materials, and ensuring that they are available in a variety of formats (i.e. self-help guidance/handouts online career hubs)

#### Career Guidance Programmes

1. To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
2. To facilitate career-related learning activities in groups with students.
3. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

#### Networking, Consultancy and Advocacy

1. To refer to specialist services if required to support specific needs of students e.g. young people with SEND.
2. Establishing, promoting and maintaining effective links with staff in key areas.
3. To communicate with relevant external agencies and networks for the benefit of students and the enhancement of the career guidance programme.
4. To involve parents, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
5. To negotiate Service Level Agreements, where relevant.

### **Professionalism**

1. To abide by the relevant legislation, codes of professional practice, e.g. the CDI Code of Ethics, NACAC Statement of Good Practice and school policies.
2. To abide by all measures to safeguard young people.
3. To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.

### **SAFEGUARDING RESPONSIBILITIES**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/ Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.

# PERSON SPECIFICATION

## HIGHER EDUCATION AND CAREERS ADVISOR

| Essential  | Desirable  |
|--|--|
| Education to university level  | A Masters degree in a relevant area would be advantageous. |
| Demonstrable relevant experience and success in providing personalised guidance to students in the areas of university applications and careers planning | Resonance with Southbank School's global outlook           |
| Philosophical alignment with Southbank School's Mission and values global outlook  |  |
| Strong interpersonal and communication skills  |  |
| Tact and discretion  |  |
| Personal and professional integrity  |  |
| A sound understanding of safeguarding issues and child protection policies   |  |

# OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

**Our benefits include:**

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Interest free season ticket loan
- Computer Loans
- Own iPad during employment

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

## HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

**Teaching candidates are evaluated on four key areas:**

- High-quality teaching practice
- Contribution to learning area and curriculum development
- Relationships with students, staff and parents
- Contribution to the whole school.

**To apply, please do the following:**

- Visit [www.southbank.org](http://www.southbank.org)
- Download the appropriate application form
- Complete the form and email it to [jobs@southbank.org](mailto:jobs@southbank.org)
- Please note: CVs are not acceptable for any role.

# JOBS AT SOUTHBANK

**For all our latest vacancies,  
please visit [www.southbank.org](http://www.southbank.org)**

**If you have any queries about a  
position, please contact us on  
[jobs@southbank.org](mailto:jobs@southbank.org)**

**Southbank Kensington (3–11 years)**  
36–38 Kensington Park Road, London W11 3BU

**Southbank Hampstead (3–11 years)**  
16 Netherhall Gardens, London NW3 5TH

**Southbank Westminster (11–19 years)**  
63–65 Portland Place, London W1B 1QR  
17 Conway Street, London W1T 6BN  
379 Euston Road, London NW1 3AU