



## Come and join our amazing team!

Abbot's Lea School is a large and highly successful special school educating over 270 students aged 3-19, who, due to their Autism and associated learning differences, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the International Centre of Excellence for Autism.

We ensure outstanding outcomes for all of our students through our unique *Philosophy of Education* – *The ASD Model* © which underpins our promotion of:

- A – academic progress
- S – specialist support
- D – development of life skills

We are already an outstanding school (Ofsted, 2016) and now we wish to be the best!

We are at an exciting stage of our development and the following opportunity as arisen.

### **Employability Manager**

**Full Time, 52 weeks per year**

**Salary:** Grade 6 NJCJE Pt. 5-9, £28,672 - £32,910 (actual salary)

**Working hours:** 8:30am-4pm, Monday-Friday

**Contract:** Permanent

This is an exciting role within Abbot's Lea School Leadership Team. Reporting to the Deputy Headteacher you will lead on the Careers Strategy and develop exciting opportunities for our students.

You will be responsible for taking a lead on employer and college engagement in order to develop new opportunities for our students. This may include employment, apprenticeship programmes, pre-employment programmes such as our Supported Internships or work experience. You will also take a lead on coordination of careers advice and guidance.

You will be a driven and enthusiastic individual and will need to identify opportunities for students and manage the implementation of these projects in conjunction with the school, colleges, employers and families. Additionally, the role involves managing Intern Coaches who will support pupils whilst on placement with employers.

You will be confident in building relationships and professional networks and have a drive to succeed. Able to manage a number of projects simultaneously you will ensure our students access the very best opportunities and build a positive path for their future.

All support, guidance and great future career prospects will be available to the successful candidate.

For the post advertised, you must:

- Be able to meet key accountabilities set out in Job Description and Person Specification
- Have experience of giving careers advice
- Be able to use ICT effectively
- Have excellent organisational skills
- Have excellent communication and networking skills
- Good levels of literacy and numeracy
- Possess, or be willing to undertake Level 6 Careers Leadership qualification

To obtain the information about the post, please visit our website:

[www.abbotsleaschool.co.uk/vacancies](http://www.abbotsleaschool.co.uk/vacancies)

**Closing date: Monday 1<sup>st</sup> November at midday**

**Interviews to take place week commencing 8<sup>th</sup> November.**

*Positions are subject to Safer Recruitment checks, including an enhanced DBS check. Applicants must be eligible to work in the UK.*