

# global academy

Job Title: **Careers, Destinations and Industry Partners Manager**

Reports to: **Director of Specialism**

Salary: **£30,575 (Support Staff – Band 26f) + £5K Bonus**

Length: **This post is a 12 month full term fixed term post which we hope to extend for the right candidate.**

## **Here's a bit about us....**

Welcome to Global Academy – a unique media school for Year 10 – 13 students in West London that prepares young people for a career in the creative media industry in partnership with **Global** - one of the world's leading media and entertainment groups. Whether it be on-air, via global player or through their outdoor advertising – Global entertain and reach over 50 million individuals across the UK every week. We also work closely with **UAL: London College of Communication**. University of the Arts London (UAL) is a world-leading university for art and design (*ranked second in the world for Art and Design in the 2021 QS World University Rankings®*) and works right alongside the Global Academy team to deliver an amazing educational experience that will set students up for long-term success in the creative industries.

## **Our Careers and Industry Programme**

Careers and Industry is embedded in everything we do at Global Academy – having industry guests, creative sector partnerships or career related activity across the school is almost a daily occurrence. Our most recent Ofsted report praised our unique approach to careers and industry:

*Excellent careers advice and guidance from a range of personnel, including from the creative media industry, colleges and universities, contribute to an impressive number of pupils making the transition to further education, employment or training. Almost all Year 11 pupils and Year 13 students, including disadvantaged pupils, secured employment, education or training that met their needs and interests.*

*Students benefit from strong preparation for their future careers. For example, they receive individual mentoring from specialists from the creative media industry, as well as bespoke support and guidance from a range of colleges, universities and apprenticeship providers.*

## **What's it all about?**

This new and exciting role will be the 'go to' person to take our careers and industry programme to the next level working alongside our Director of Specialism. We're looking for someone experienced, passionate and

committed in giving all students, no matter their background - the opportunities to build a successful creative career. You will drive and implement the vision of the Academy with lots of freedom and control to make us the ultimate place for a young person to kickstart their creative career.

You will be responsible for developing and building our existing partnership program with employers, universities and apprenticeship providers to ensure our students continue to land the best industry destinations when they leave us. You will lead on whole school careers events such as drop-down days, work experience, guest speakers, curriculum briefs, industry board meetings and careers fairs as well as develop new and innovative ways to approach and engage the creative industry. You will also work with the Pathway Leads and Heads of Departments to ensure our curriculum embeds industry and the industry embeds our curriculum.

Finally, you will be the guardian of our programme of careers education, information, advice and guidance – working closely with a Careers Advisor - to ensure all students receive best in class support for their creative industry career ambitions ensuring all students leave the Academy with a positive destination as their next steps.

## **What will you be doing?**

### **Industry Relationships**

- To be a point of contact for all established, emerging and future industry partners at Global Academy and develop a bespoke programme of engagement activity for industry partners across the spectrum of the creative industry.
- Ensure all partners are up to date on Global Academy and generate opportunities for work experience, paid work, commissions or further employment for our students and alumni
- Identify and generate new industry partnerships with key companies in the creative sector in line with growth areas of the Global Academy (digital design, entrepreneurship, Esports)
- Delivery of pro-active and reactive always on projects with creative industry partners, higher education and apprenticeship providers.
- To ensure all relationships with industry partners and apprenticeship providers are managed, developed and enhanced at the highest level.
- Regular reporting of industry engagement activities to SLT / Governors as required in line with Gatsby Benchmark tracking.
- Build, refine, curate and develop our established “tent pole” moments in the calendar such as our weekly guest speaker series – “gTalk” and “Industry Days” as part of our #OnlyAtGlobal offer.
- Oversee the delivery of all industry and careers events including talks, teacher drop ins, networking, workshops, whole school drop down days .etc
- Be the point of contact between curriculum delivery staff and industry partners to support enrichments of subjects, topics and units
- Work with our Head of Content to provide opportunities to enhance our extra curriculum offer by involving industry partners with the school radio station, YouTube channel and social media projects.

## **Careers Leader**

- Plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and our students for the choices and transitions in education, training and employment.
- Oversee the delivery of external Careers Guidance provision – ensuring all students get access to a qualified careers advisor.
- Working with Director of Specialism to achieve the Quality in Careers Standard benchmark for the school by Summer 2023.

## **Work Experience**

- Identify and secure regular and meaningful work experience placements with industry partners
- Oversee the coordination of work experience placements with all stakeholders (students, parents, staff and industry partners)

## **Employability**

- Working closely with Media Department, Pastoral Leaders, Senior Leadership Team and Raising Standards Lead to develop (and possibly deliver) a creative industry focused employability curriculum delivered through workshops, timetabled sessions, tutor time and drop down days.
- Develop and maintain resources for careers support including website, display boards, careers corner .etc
- Work with Pastoral Team, Subject Teachers and SENCO to identify students who need additional career guidance and support alongside the external careers advisor.
- Support the annual UCAS application process alongside KS5 leadership

## **Destinations and Alumni**

- Coordinate the collection of intended and actual destinations of our pupils across the academic year with Year 11, 13 and 14 pupils – providing accurate reports for key stakeholders (SLT, governors, local authority).
- Develop a database and maintain communications with Alumni students to enhance the careers offer to current students as well as sign post opportunities for alumni with industry partners.

## **Other**

- Develop a weekly newsletter promoting careers activities, opportunities and (in the final term) jobs / apprenticeship opportunities for Year 13 and Year 14 students
- Work with Marketing Coordinator to ensure careers activity and industry partnerships are promoted effectively on social media, website and with all stakeholders
- Regular review and evaluation of the careers and industry programme at the Academy alongside the Director of Specialism
- Work closely with external careers advisor to ensure all students are utilising careers guidance provision.

- Work with the Director of Specialism to ensure successful delivery of partnership programmes with our key founder partners (Global Media and Entertainment and University of Arts London).
- Support the wider Employer Engagement programme within UTCs alongside the Baker Dearing Trust
- Represent the Academy within relevant networks and forums – including West London Careers Hub, Hillingdon Council Post 16 Network where required.
- Regular reporting into Compass+ of careers and industry activities to ensure the school is delivering (or superseding) against Gatsby Benchmark targets.
- We're a small and nimble team that uses tech to make our life easier – so a good understanding of data management, ICT, Outlook, Teams, Excel will help!

### **What will I need to be successful?**

- You'll have some amazing connections in the creative industry already or the ability to generate them and some first-hand knowledge of the creative sector.
- You're a 'do-er' – we move at pace as Careers and Industry is the lifeblood of the school so there's lots of plates to spin at one time.
- You will have experience of working with young people and/or in education – particularly with 14–19-year-olds and understand how to support their creative career ambitions.
- You will have experience in delivering workshops or training with young people to develop their employability .
- You'll be confident, a self-starter, proactive and able to work on your own initiative.
- You'll have a creative outlook and be able to think on your feet in the fast-paced world of education and the creative industry.
- You'll be meticulously organised, with great attention to detail, efficient at planning, multi-tasking, and delivering under pressure
- You'll be great with numbers, with the ability to understand, track and explain data clearly.
- You'll be able to think on your feet, have a sense of humour with the ability to remain calm and cope with the unexpected!
- You'll be a strong team player with the best interests of our young people at the heart of everything you do.
- You'll support the vision of Global Academy
- Previous work experience could be working with young people, in education, creative business relationship management, executive assistant roles .etc

This role may need to perform additional duties from time to time to support the wider specialism of Global Academy, but this won't change the general character of the duties, or the level of responsibility entailed.

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at Global Academy are expected to abide by the staff code.

### **Why work for us?**

Our vision is to practically educate our young people to be ready for life in the creative media sector, linking all education through our specialism in broadcast and digital media. Our vison is underpinned by our values: Strive, Pride, Simple, Respect and our commitment to crafting everything we do to be the very best it can be. By doing this, we aim to create inquisitive, confident and reflective students who can harness their creativity to progress their own well-being and that of others.

Global Academy is committed to the welfare of its staff and offers a strong CPD package which allows all staff to share ideas and best practice. Global Academy is a state-funded school based in Hayes with state-of-the-art facilities including 8 radio studios, 2 TV studios and industry standard editing suites, allowing our students to learn the skills needed to make it in the media and broadcast industry. We work closely with our industry connections to ensure the skills we teach are the ones companies are looking for and our students leave the academy with a network of contacts along with the ability to progress into further education or employment.