



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Head of Careers





The School

Pipers Corner is a Girls' School Association Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the school is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI inspection (March 2023) the school was graded as "excellent" in all categories.

Founded in 1930, the school was established on its current site in 1945. The school now comprises of approximately 618 students and employs more than 170 staff. Demand for a place at Pipers has increased in recent years, and we remain full.

Our site has incredible facilities to inspire the next generation, we have a 280 seat theatre, fully equipped for our student technical team, with plenty of performances for our aspiring performers. Our Pipers Radio studio broadcasts live every lunchtime.

Sporting facilities include the swimming pool, fitness suite, astro pitches and gymnasium. Forest school is conducted in our on-site woodland, and to encourage environmental awareness we have two outdoor eco-classrooms with wind turbines and water butts. Students of all ages benefit from outdoor lessons in our wildflower meadow.





Welcome from the Head

At Pipers, there is no such thing as a typical 'Pipers' girl. All members of staff support the students to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young adults. Investment in talented and inspirational teaching staff and professional support staff is at the heart of our success, and our recent academic results and overall performance bear testament to this.

Every member of the Pipers community, both academic and support staff, play a vital role in maintaining the excellent standard of education we provide. Underpinning everything that we do is a team of enthusiastic and determined staff, with a willingness to think outside of the box.

Personal development is always encouraged and supported, and well-being is at the forefront for staff as much as students.

I am incredibly proud of the Pipers community and it is a privilege to work alongside such talented staff and positive students.

Mrs Helen Ness-Gifford





Why work at Pipers?

We have a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere. Benefits for teaching and support staff include:

- Competitive salaries and excellent pension schemes
- Annual professional review and commitment to CPD for all
- On-site car parking and the possibility of on-site single accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with free tea, coffee and fruit
- Use of the fitness suite and swimming pool
- Staff clubs such as yoga, running, football and choir
- Cycle to work scheme
- Access to a counselling service

The school is less than an hour from Central London and has excellent rail links and motorway connections. It is four miles north from High Wycombe, which has a large shopping centre, two multiplex cinemas, a sports centre and several out of town shopping areas.





Testimonials

"The students at Pipers Corner understand the importance of their own, and each other's development, making the classroom culture supportive and nurturing. But what makes Pipers special to work in is that they appreciate this environment, as well as the staff, allowing them to grow as individuals and make progress."

"Since joining Pipers I have been impressed by the strong sense of community between colleagues and the amount of trust and support shown by the parents."

"Pipers Corner School is a great place to work. It has encouraged me to push myself to be the best teacher I can be, allowing me to experiment with my teaching style and get to know pupils in a fun and engaging way. The School has excellent facilities and is focused on helping students reach their highest potential."

"Pipers has a warm working environment, with friendly staff who will do all they can to support your development and positive spirit."

"I enjoy working at Pipers because of the great relationship between staff and students. Lessons have a fun but productive atmosphere and classes of all ages are keen to learn."



Job Advert

Head of Careers

Part-time or full-time | Term time only
Required ASAP

We are looking for a graduate with a level 6 CEIAG qualification (or similar) to be responsible for leading and delivering Careers guidance and education to Years 7-13.

The successful candidate would work alongside the Heads of Year in further developing our excellent Careers provision in this highly successful and thriving school. This is a part-time role but could possibly be full-time with teaching a subject or the development of alumnae links and events.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Sunday 31 December 2023
Interview date | Tbc

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Pipers Corner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Registered Charity No. 310635



Job Title	Salary	Working hours
Head of Careers	Competitive, dependent on experience	Part-time or full-time, term time only
Line managing (direct)	Reporting to	
N/A	Deputy Head Academic	
The Role <p>We are looking for a graduate with a level 6 CEIAG qualification (or similar) to be responsible for leading and delivering Careers guidance and education to Years 7-13. The successful candidate would work alongside the Heads of Year in further developing our excellent Careers provision in this highly successful and thriving school. This is a part-time role but could possibly be full-time with teaching a subject.</p> <p>The ideal applicant will be able to demonstrate very strong organisational and communication skills, and will be a confident ICT user. They will be capable of showing initiative and working to strict deadlines, with energy and enthusiasm.</p>		
Responsible for <ul style="list-style-type: none">overseeing and delivering Careers guidance and education to Years 7-13managing the Careers budgetContinue to develop the Careers provision within the school		



Specific Responsibilities	
Principal	<ul style="list-style-type: none"> • Enable student self-development through career and work-related education • Educate students how to find out about careers and the world of work, university and alternative pathways • Develop skills for career wellbeing and employability • To apply the key principles of the Career Development Framework – KS3 KS4 and Post-16- to the careers' education at the school, in line with https://www.thecdi.net/careers-framework • Arrange, manage and develop the year group schemes of work for Careers education • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
Additional	<ul style="list-style-type: none"> • Raise the profile of Careers Education within school • Arrange, administer and manage speaker talks throughout the year, including the Enrichment speaker programme, year group assemblies, and any other events as required • Arrange and manage National Careers/National Apprenticeship Week annually to include a selection of speakers and events • Arrange and manage two Careers Evenings each academic year • Offer, arrange and manage the Morrisby Profile for Year 10 • Arrange and manage career interviews with all Year 10 and 11 students • Arrange and manage Morrisby Careers for Year 8 to support GCSE option choices • Attend Year 8 GCSE Options evening and Year 11 Sixth form Information Evening to offer careers advice and support • Liaise with Heads of Year 7-11 to set up form time tutor periods to deliver careers education successfully within each academic year (refer to current schemes of work for all year groups and develop as necessary each year) • Administer, develop and manage the year group careers programmes in Year 7-13, and attend the relevant parents' evenings • Administer and manage information for key stages, GCSE options, A Level and alternative pathways at 16 years with transition to Further Education and post 18 options of university plus alternative pathways • Administer, manage and develop the careers section of the Sixth Form Enrichment programme, liaising with the Head of Sixth • Administer and manage visitors for the networking lunch at the Lower Sixth Form 'Next Steps Day' • Administer and manage speakers for the Year 12 Post-18 Options Evening



- Arrange and manage the Year 9 Step Into the NHS competition annually
- Ensure careers literature is up-to-date
- Update the Careers Department handbook annually
- Disseminate careers literature to relevant staff and students
- Liaise with the Marketing department to advertise careers events
- Provide publicity to the Marketing department following careers events
- Arrange, manage and attend any relevant careers events where possible
- Manage and update the careers pages on the School's learning platform
- Allow lunchtimes and short breaks to interview students who request careers advice
- Renew relevant careers software as and when necessary
- Maintain the careers room display boards
- Set up and liaise around any work experience opportunities for students via companies, parents or other known providers
- Manage the parent database and utilise the information for relevant career opportunities and events as and where necessary
- Produce a bi-annual careers report for the Headmistress and Governors
- Follow up leads provided via staff or events to enhance the Careers provision
- Tweet Careers events using the Careers Twitter account

November 2023

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties

