

JOB DESCRIPTION

Job Title: Careers Coordinator Reporting to: Assistant Headteacher - Pastoral	Grade/Salary Range: Grade F/G Hours: 37 hours per week
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JOB PURPOSE

The Careers Coordinator is responsible for leading and coordinating the school's careers education, information, advice and guidance programme, ensuring high quality provision that meets statutory requirements and aligns with the Gatsby Benchmarks. Working collaboratively with staff, students, parents and external partners, the role supports learners to make informed, ambitious decisions about their future pathways and plays a key part in improving outcomes and successful destinations for all students.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership of Careers Provision

- Lead and manage the school's careers programme in line with statutory guidance and the Gatsby Benchmarks
- Develop, implement, and regularly review a whole school careers strategy
- Prepare and maintain evidence for Ofsted inspections and external audits

Careers Education, Information, Advice and Guidance

- Provide impartial 1:1 careers guidance for students
- Support students at key transition points (KS3–KS4, KS4–KS5, post-18)
- Deliver careers workshops, assemblies, or small group sessions as appropriate
- Ensure learners with SEND and vulnerable learners receive tailored careers support

Employer, FE, HE and Training Provider Engagement

- Develop and maintain strong links with local employers, FE colleges, training providers, and universities
- Organise careers events, trips, employer encounters, workplace experiences, and careers fairs
- Coordinate work experience placements and evaluate their impact

Collaboration and Staff Support

- Work closely with curriculum leaders to embed careers learning across all subjects
- Support tutors and staff with careers related resources and information as part of the PSHE programme
- Liaise with parents/carers to promote post-16 and post-18 pathways

Data, Monitoring and Evaluation

- Track and report on destinations data and student engagement
- Maintain accurate records using Compass+/Tracker or equivalent systems
- Evaluate the effectiveness of the careers programme and report outcomes to SLT

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – ‘Personal Excellence and Collective Responsibility’.
- Respect students' social, cultural, linguistic, religious, and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration, and to be concerned about their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment for visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: April 2026

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: Careers Coordinator	Grade: F/G
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> • A qualification in English/literacy and mathematics/numeracy, with a pass at GCSE Grade 4/ C or equivalent. • Relevant qualification at Level 3 or above (e.g., education, health and social care, careers guidance, or equivalent). • Evidence of continuing professional development related to SEND, employability, or vocational education. • 	<ul style="list-style-type: none"> • Level 6 Careers Guidance qualification or equivalent experience in employability or transition work (willingness to achieve this) • Experience of recruitment and/or training • Experience of risk assessing external learning environments or placements • Experience in a school or careers setting •
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Strong administrative and organisational skills • Excellent communication and interpersonal abilities • Proficient in Microsoft Office and school MIS systems • Ability to manage sensitive information with discretion • Enthusiasm for supporting student aspirations and transitions • Enthusiasm to work with students and maintain positive interactions 	<ul style="list-style-type: none"> • Familiarity with Gatsby Benchmarks and Baker Clause • Knowledge of post-16 and post-18 pathways • Experience with Compass+ or similar platforms • Understanding of CEIAG frameworks and statutory guidance
Work-related Personal Qualities	<ul style="list-style-type: none"> • Professionally discreet and able to respect confidentiality • Flexible approach to tasks • Self-motivated and willing to work as part of a team • Ability to work to deadlines and methodical approach to work. • Good time management • Ability to work closely with external agencies, parents and staff • Ability to differentiate activities • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 	
Other Work Requirements	<ul style="list-style-type: none"> • Suitability to work with Children • Fluent in spoken and written English to an appropriate level for the role. • Right to work in the UK. 	