



JOHN MASEFIELD HIGH SCHOOL & SIXTH FORM CENTRE

MABEL'S FURLONG

LEDBURY HEREFORDSHIRE HR8 2HF

11-18 Mixed Comprehensive (NOR 894)

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Email: admin@jmhs.hereford.sch.uk website: www.jmhs.hereford.sch.uk

Careers Advisor (9 hours per week), 39 weeks of the year
Permanent Role from 1st September 2026
JM Grade 6 – Actual Salary £5889

We are seeking to appoint a dedicated member of staff to provide Independent Advice and Guidance support to students as part of our careers provision from September 2026. The successful candidate will be organised, proactive, and passionate about supporting students as they plan their future pathways.

At JMHS, it is our ambition that all students are well-prepared for life beyond school, with the knowledge, skills, and confidence to pursue their chosen careers or further study. We achieve this through high-quality careers education, personalised advice and guidance, and strong partnerships with employers, colleges, and universities. Our Careers Education, Information, Advice and Guidance (CEIAG) programme is designed to raise aspirations and ensure every student can make informed choices about their future. Further information about our CEIAG programme can be found on the school website.

The successful candidate would be expected to hold a Level 6 Diploma in Careers Guidance and Development (or equivalent qualification). We would welcome applications from candidates who do not yet hold the Level 6 qualification, but who are dedicated to complete it. The candidate would be expected to have passed the qualification by September 2026.

If you wish to apply for this post, please complete the non-teaching staff application form, using the supporting statement to outline how your experience has prepared you for this role, focusing on the specific activities in the job description and how you meet the person specification.

We welcome visits from prospective applicants. If you would like to have a tour of the school, please email Ami Phillips, who is the member of our Extended Senior Leadership Team with responsibility for careers:
ami.phillips@jmhs.hereford.sch.uk

Full details of this post and an application form can be downloaded from <https://www.eteach.com/job/careers-adviser-1518381>

Application forms should be emailed to vacancies@jmhs.hereford.sch.uk

Please note that only applications submitted on John Masefield High School application forms will be considered and we do not require CVs. JMHS is committed to the protection and safety of its pupils and therefore all appointed candidates will be subject to a Disclosure and Barring Service check at Enhanced Level. All shortlisted candidates will be subject to an on-line Google search.

Closing Date : Monday 1 December, 9.00am

Interview dates : To be confirmed, but likely week commencing 8 December

Please note: We reserve the right to interview prior to the closing date so early applications are advised.

Job description

Careers Advisor

Organisational Information:

Responsible to: Careers Leader
Functional Links: SENCO, Year Leaders

Main Purpose of Job:

To provide high-quality, impartial careers education, information, advice, and guidance (CEIAG) to students across Key Stages 4–5, helping them to make informed decisions about their education, training, and career pathways. The Careers Advisor will play a key role in developing employability skills, raising aspirations, and ensuring the school meets requirements of the Gatsby Benchmarks 7 and 8 (including statutory requirements) for careers provision.

Main responsibilities/accountabilities:

1. Careers Education and Guidance

- Deliver one-to-one and group careers guidance sessions to students in Years 10–13.
- Provide tailored support to students making key transitions (e.g. post-16 and post-18 choices).
- Attend annual review meetings for students with an Education, Health and Care Plan.
- Support students in exploring career pathways, further education, higher education, apprenticeships, and employment opportunities.
- Maintain accurate and confidential records of student guidance interviews and progression plans
- Ensuring that all information advice and guidance is impartial and accessible to all young people and that all opportunities in education, employment (including apprenticeships) and training are promoted.

2. Information and Resource

- Manage and update careers information resources (online and around the school) to ensure accessibility for students, parents, and staff.
- Stay informed about local and national labour market trends, post-16 and post-18 pathways, and government policy related to careers education.

3. Tracking and Evaluation

- Monitor and track student destinations at the end of Key Stages 4 and 5.
- Analyse destination data to inform improvements in provision.
- Contribute to reports for SLT, governors, and external agencies regarding careers and progression outcomes.

4. Collaboration and Training

- Work closely with the school's Careers Leader, pastoral team, and sixth form staff to ensure a joined-up approach to guidance.
- Provide administrative support for the school's Careers Leader when appropriate.
- Liaise with parents and carers to support students' decision-making.
- Build and maintain strong partnerships with employers, apprenticeship providers, training organisations, and universities.

You may be required to undertake other tasks appropriate to the level of appointment as the line manager may reasonably require. These could for example include:

1. Take advantage of any available training and professional development opportunities;
2. Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality, and strictly adhere to data protection regulations, reporting all concerns to an appropriate person/line manager;
3. Attend and participate in regular meetings when appropriate.

Hours: 9 hours per week, 39 weeks of the year.

Remuneration: JMHS Grade 6 Actual Salary £5889

Person Specification – Careers Advisor

CRITERIA	ESSENTIAL	EVIDENCE
Experience	Experience/knowledge of: • working with young people/young adults • working in an administrative role • effective communication • working with confidential and/or sensitive information • working within a team	Application form Interview
Skills & Abilities	To: • be committed to the learning and progress of students of all abilities • be able to supervise groups of students and manage behaviour to create an effective learning environment • be able to relate well with students, school staff, parents and carers • display initiative and be positive and enthusiastic • be ICT literate, specifically in MS Office • be well organised and have a flexible approach to work • work constructively and supportively as part of a team • have good attention to detail	Application form Interview
Qualifications & Training	• Recognised qualification in Careers Guidance (e.g., Level 6 Diploma in Career Guidance and Development or equivalent), or commitment to complete the qualification by September 2026. • minimum GCSE Maths and English grade C or above	Application form Interview
Other factors	• Willingness to engage in parental meetings and Faculty /Year leader meetings, information events which may fall outside the school day. • Evidence of being a team player • Commitment to equality and inclusion • DBS clearance at Enhanced Level	Interview