



Applicant Information Pack

Job Purpose – Careers Co-ordinator

We are looking for a passionate and driven **Careers Co-ordinator** to join us in supporting our students in meeting and achieving their goals and developing their social and educational skills.

Due to increasing student numbers, we are expanding our staff team significantly and diversifying our curriculum. We are looking to appoint a Careers Co-Ordinator working alongside our current Careers Lead to ensure all students are receiving the best quality careers education, information and guidance. This role involves record-keeping, face-to-face student interventions and liaising with external providers. In line with the new Gatsby guidelines, the role will work with students with varying abilities and different needs from Year 9 to Year 11. The successful candidate must be positive, resilient, friendly and hard working.

Our perfect candidate will:

- Be able to build relationships and engage with challenging and vulnerable learners
- Be enthusiastic and passionate about helping our young people to fulfil their full potential
- Have a knowledge of student careers provision and Gatsby benchmarks
- Commitment to ongoing professional development, including undertaking study towards further qualification relevant to the role
- Contribute to our vision and values

Together we form a friendly and dedicated community. We pride ourselves on being a welcoming team that provide an inclusive and supportive environment for our students and staff alike. All staff take an active role in supporting our students whilst onsite and developing relationships and support networks.

We welcome visits to the school before making an application. If you would like to arrange a visit, please contact Georgia Foster on 0121 675 8989 or info@reachschool.co.uk.

How to Apply: Completed application forms should be emailed to info@reachschool.co.uk by the deadline. Late applications will not be accepted.

Deadline for applications: 9am on Wednesday 13th May 2026

Provisional Date for Interviews: Wednesday 20th May 2026

About Us

At REACH School, in the heart of the Kings Heath community since 2013, we create a safe, supportive environment where young people rediscover confidence in learning.

We believe every student should leave us knowing who they are, understanding their strengths, and believing in their future. Through meaningful experiences, strong relationships and ambitious learning, we develop the character, resilience and skills needed for adulthood.

Our students arrive with a wide range of experiences and challenges, and every young person at REACH is at risk of permanent exclusion. Many have experienced significant disruption to their education, including disengagement from mainstream school, social and emotional difficulties, and, on average, have attended four secondary schools before joining us. Our role is to provide stability and belonging, rebuild confidence and re-engage them in learning so they can move forward successfully in life.

REACH School's curriculum is deliberately designed to break this cycle. We welcome students in Years 9, 10 and 11, and through a blend of academic, vocational and experiential learning, alongside Life Skills, Pathways and Active Citizenship, we equip our students with the tools to succeed beyond school. This is underpinned by the Skills Builder essential skills, ensuring students leave not only with qualifications, but with the confidence, resilience and character needed for adulthood.

We are proud of the kindness, calm and genuine care shown by our staff, who build strong, trusting relationships. Our practice is rooted in TIASS, with trauma-informed and attachment-aware approaches shaping everything we do, alongside a commitment to the UNICEF Rights of the Child so that every young person feels safe, valued, respected and heard.

Our students leave REACH ready to take their next steps into education, employment and the wider world, with courage, purpose and pride in who they are becoming.

Job Description

Post Title: Careers Co-ordinator
Salary/Grade: Grade 3 point 9 – 22 FTE £27,254 - £33,699 (Actual £13,898 - £17,186)
Contract Type: Part Time, 3 days per week (22.5 hours), Term Time Only
Contract Term: Permanent
Contract Start Date: September 2026 (earlier start negotiable)

Core Purpose:

- To implement and deliver a an appropriately broad, balanced, relevant and differentiated careers curriculum for students aged 13-16.
- To monitor/support the overall progress and development of student careers provision.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.
- To contribute to raising students' individual potential and celebrate that achievement.
- To share and support the school's responsibility to provide and monitor opportunities for students' personal and academic growth.

Duties and Responsibilities:

Main Duties

- Plan a systematic and structured careers offer to ensure that no student is left behind and that the school delivers this offer in line with the most recent statutory guidance.
- Gather information on the labour market and employment trends in order to offer up to date accurate knowledge of opportunities to support effective career guidance, including the Gatsby benchmarks.
- Identify and work with potential 'Not in Education, Employment or Training' (NEET) students.
- Develop and implement appropriate transition support to learners between the various key stages and beyond, utilising pupil data and liaising with appropriate staff.
- Plan and organise careers-related activities such as Careers Days/Evenings, Work Experience, College Visits, to enhance student learning, and to inform, motivate and encourage students' aspirations. Ensuring that health and safety requirements/risk assessments for any visits or placements are in place and adhered to.
- Establish and develop links with colleges, apprenticeship providers and universities.
- Record all careers provision on the school's careers platform.
- Compilation of the school's intended destination data.
- To support staff in linking their curriculum learning to careers.
- Provide impartial information, advice and guidance to students in relation to all aspects of their progression planning.
- Facilitate, monitor and evaluate encounters with employers, workplaces and with further and higher education providers.
- Communicate, as appropriate, (telephone, letters home etc.) with parents/carers of students to keep them updated as to their child's progress within the subject area.
- Manage the careers section of the school's website.
- Carry out breakfast, break and lunch time duties as assigned.

Other responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Continue personal development in relevant areas, including studying towards further relevant qualifications.
- Follow all organisational systems, policies and procedures.
- Support and promote diversity and equality of opportunity for all.
- Develop and maintain positive and effective working relationships with colleagues.
- Liaise with parents as appropriate.
- Attendance at appropriate staff meetings and parents' evenings.

- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual students, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the school.
- To perform other duties where/when deemed appropriate by your headteacher.¹

¹ While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher and/or Line Manager to undertake work of a similar level that is not specified in their job description.

Person Specification

Post Title: Careers Co-ordinator GR3

Qualifications & Experience	Essential Desirable	E/ D
<ul style="list-style-type: none"> • GCSEs or equivalent (NVQ level 2) passes (Grade 4 or above/Grade C or above) • Recent and relevant continuing professional development showing a commitment to progress and development. • Vocational Qualification (QFC) Career Guidance and Development Level 6 Diploma (or willingness to work towards). 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
Experience		
<ul style="list-style-type: none"> • Experience of working in a school/college or similar environment. • Experience of contribution to the development of schemes of learning. • Experience of working with young people with challenging behaviour. 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>	
Skills and Abilities		
<ul style="list-style-type: none"> • Organisational and administrative skills, including competency with common IT systems, e.g. Microsoft 365. • Ability to use a variety of behaviour management strategies. • Knowledge of the relevant legislation on careers in school, including Gatsby benchmarks. • Knowledge of local colleges and higher education and careers market. • An ability to engage and motivate young people. • Excellent communication and interpersonal skills and an ability to relate to people at all levels. • Ability to organise work, prioritise tasks, make decisions and manage time effectively to deliver school priorities. • Ability to stay calm under pressure. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to handle confidential information sensitively, and knowledge or relevant data protection practices. • Awareness and understanding of special educational needs and disability. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	
Other Attributes		
<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Resilient, positive, forward-looking and enthusiastic about making a difference to young people. • Commitment to the safeguarding of children and young people. • Good judgement. • Evidence of contributing to the wider life of a school • Ambitious and committed to own professional development 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We expect all applicants to read our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of young people.

The successful candidate will be subject to all necessary pre-employment checks, including: enhanced DBS, prohibition check (where applicable); qualifications (where applicable) medical fitness, identity and right to work.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2000. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information about filtering offences can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.