

POST TITLE: Careers Education & Guidance Co-ordinator (with advisory responsibilities)	GRADE: Grade 6
RESPONSIBLE TO: Assistant Headteacher: Director of Post-16	

Responsible for: No direct reports

Purpose of role:

To coordinate and develop a high-quality Careers Education, Information, Advice and Guidance (CEIAG) programme, ensuring the school delivers a statutory-compliant and impactful careers offer aligned to the Gatsby Benchmarks and supporting positive student destinations.

- Planning, coordinating and evaluating careers provision across the school
- Supporting students and parents at key transition points (Year 9, Year 11, Year 13)
- Working with Curriculum Directors, Heads of House, tutors and PSHE to embed careers within the curriculum
- Coordinating and overseeing work experience provision for students in Key Stage 4 and Key Stage 5
- Supporting the delivery of targeted careers guidance (where appropriate)

Main Accountabilities:

Gatsby Benchmarks and Careers Programme

- Support the review and development of the school’s careers provision in line with the Gatsby Benchmarks
- Contribute to planning, delivery and evaluation of the careers programme to ensure continuous improvement
- Develop and embed careers learning within the curriculum through collaboration with Curriculum Directors, Heads of House, PSHE Coordinator and tutors

Statutory Compliance and Quality Assurance

- Maintain accurate records of careers provision, including use of Compass+ to track Gatsby Benchmark progress
- Support compliance with Provider Access Legislation (Baker Clause), ensuring meaningful encounters with external providers
- Contribute to the collection, analysis and reporting of destination data (KS4 and KS5)
- Support evaluation of the careers programme, including contributions to school self-evaluation and Ofsted readiness

Experience of the workplace

- Coordinate and support high-quality work experience opportunities for students, primarily in KS4 and KS5
- Develop and maintain relationships with employers to broaden the range and quality of placements
- Ensure appropriate safeguarding, health and safety, and employer checks are completed
- Support students in accessing bespoke or targeted work experience linked to their aspirations

Careers Hub

- Promote and develop the use of the Careers Hub as a resource for students
- Facilitate employer encounters, guest speakers and engagement activities
- Maintain an organised Careers Hub.
- Supervise and support students who access the Careers Hub
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Careers Education & Information Advice and Guidance (CEIAG)

- Co-ordinate the provision of in-school CEIAG, including access to independent careers advice
- Support targeted students with guidance at key transition points
- Monitor the quality and effectiveness of CEIAG.
- Support the organization of mock interviews and other preparation activities.

Transition events

- Plan, deliver and evaluate events to support key transition points (Year 9 options, Post-16, Post-18 pathways)
- Liaise with external agencies, including colleges, universities, employers and training providers
- Ensure events are well-attended and evaluated to improve future provision

Other responsibilities

- Manage the effective flow of careers information to staff and students
- Promote and communicate opportunities including apprenticeships, employment and further education
- Work with pastoral and curriculum teams to identify and support targeted groups of students
- Prepare and support assemblies and curriculum inputs as appropriate
- Support the production and analysis of destination data
- Develop careers displays and promotional materials across the school
- Support delivery of careers-related content within PSHE, including KS5 provision

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and

convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Careers Education and Guidance Co-ordinator	Essential (E) or Desirable (D)
Education	
5 GCSE’s at Grade C or above including English and Maths	E
Educated to A Level – or equivalent	E
Degree Level qualification	D
Level 6 Diploma in Career Guidance and Development	D
Experience	
Experience of working with young people aged 13-19	E
Experience of working in an advisory advocacy or guidance role	E
Working in a school environment	D
Experience of employer engagement or partnership working	D
Knowledge and Understanding	
Excellent administrative skills	E
Excellent organisational ability	E
Ability to work independently and manage priorities	E
Knowledge of IT systems including spreadsheets and databases	E
Understanding of the Gatsby Benchmarks	D
Knowledge of post-16 and post-18 pathways, including apprenticeships and further education	E
Experience of using careers platforms (e.g. Compass+, Unifrog) (D)	D
Skills	
Ability to establish good relationships within the team, with other colleagues and with students	E
Effective communication skills, both written and oral	E
Strong IT and data management skills	E
Attributes	
Commitment to high standards and continuous improvement	E
Ability to contribute to whole-school priorities	E
Proactive and solution-focused approach	E
Commitment to equality, diversity and inclusion	E
Commitment to professional development	E
Interest in developing links across the curriculum	D
Able to demonstrate Futura values and how to live them in the workplace	E
Other	
Professional, approachable manner	E
Good sense of humour	E