



Edmonton County School

Educating our Community for Success

Careers Guidance And Development Advisor/Coordinator

SO1

Permanent / Full-time

Required: January 2026

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Headteacher: Paul Miller

About EdAct

EdAcT



Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmon's Brook School (Special) and the EdAcT Therapy Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

- E**xcellence in all we do

- D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

- A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

- C**reative in our approach to achieving the best for the children

- T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edact.org.uk

[Edmonton County School - Ofsted reports](#)

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1900 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Our school motto 'Non Nobis Solum' (Not for Ourselves Alone) embodies our core aim which is 'Educating our Community for Success.' The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

We are proud of the academic progress that pupils make at ECS. At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Children in our Primary Phase achieve outcomes better than local and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 30 years and have been a senior school leader for 20 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller, Headteacher



Post Title: Careers Guidance And Development Advisor/Coordinator
Grade: SO1
Hours: 36 hours per week, 40 weeks per year
Monday – Thursday 8.00hrs – 4.00hrs, Friday 8.30hrs – 15.00hrs
(30 mins compulsory lunch)

Responsible to: Director of Sixth Form / Assistant Head Teacher

Purpose of the Job: To give career advice across the curriculum to Years 7 to 13 including liaising with relevant outside agencies, middle and senior leaders within the school to support choice and aspiration for all students.

Main Duties and Responsibilities:

Whole School Strategy

- To write and deliver a comprehensive careers and opportunities strategy that will be assimilated across all year groups to get them exploring career opportunities.
- To co-ordinate community volunteering and work experience for Sixth Form students both in school and across the wider community.
- To ensure ECS remains compliant with current and updated legislation and deliver to CEIAG to ECS over both campuses.
- Liaising with subject and pastoral middle leaders to create a joined-up whole-school approach to promoting careers and ensuring students understand the connection between their studies and future career.
- Planning and organising; of careers events such as higher education futures fair and other specialised events for careers, enrichment trips or residential to help widen student career perspective and explore the variety of choices in different fields.
- To attend briefings and courses and disseminate information to the school's Leadership Team and the whole school as required, and ensure that the Leadership Team is kept up to date with relevant legislation and developments.

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Working with students

- Interviewing students one to one or in small groups; all Year 11 students, Sixth Form and other students referred to CEIAG for careers support.
- Identifying their needs using a referral and assessment tool.
- Working with and assisting young people to draw up action plans for employment, education and training and supporting them to achieve these goals.
- Running small group sessions delivering assemblies, organising workshops, seminars, on all aspects of careers work and topics related to personal development; providing resources for enrichment and tutorials that will aid in student development across the school.
- Working with families and carers to access and facilitate the young person's wider support network;

Working with other organisations

- Developing links with business, universities and other higher institutional bodies to provide a package of support, such as academic mentoring and summer outreach programmes for students.
- Liaising and negotiating with other organisations on behalf of young people to help further their career choices.
- Researching careers, options through the tools of Unifrog, Skills Builder, Springpod, Uptree, Barclays Skills, UCAS Progress and resources to meet student's needs. Working with different organisations to help support the ongoing needs of students at ECS.
- Providing information, advice and guidance about a range of issues, such as careers, education, employment and training either directly or in partnership with specialist agencies or other higher educational institutions;
- Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies; managing a caseload of clients.
- To attend borough meetings to keep up to date with any new changes and for our students to be involved in events that would be of benefit to them.
- To liaise with Enfield Skills for Work to and feedback current developments.
- Work closely with outside agencies to aid with delivery of workshops, career talks etc.

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Other duties and administrative tasks

- Using ICT for administrative tasks, such as recording interactions with and tracking clients;
- Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories;
- To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
- Any duties on behalf of Edmonton County School within the London Borough of Enfield.
- Any other reasonable duties within the scope of this function and grading as directed by the Headteacher.



This person specification describes the skills; abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. Try to give examples of your successes and achievements.

- A Level 6 Diploma in Careers Guidance and Development (NVQ or equivalent qualification is desirable).
- Experience in working in a careers or advice setting is essential.
- Knowledge of the Gatsby Benchmarks and Career Development Institute Framework.
- Experience of working with young people.
- Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels.
- Good ICT skills – experience in using Microsoft Office; Word, Excel, databases (preferably SIMs) and Teams.
- Experience of using Unifrog and Compass+.
- Excellent written and oral communication skills.
- Ability to prioritise own workload.
- A keen and flexible attitude to work.
- Good organisational skills, ability to work in an organised and efficient manner.
- Ability to work well as part of a team.

How to apply

You can apply online by completing the application form:

[Careers](#) | [Edact Trust](#)

We look forward to hearing from you.



Cambridge Campus

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Bury Campus

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