Our Ref : CP/pk

20 May 2025

**Re: Post of Careers Lead (SEND)**

Thank you for your interest in the above vacancy at Exhall Grange Specialist School. I hope that the following information is of interest and that you decide to apply. The closing date for applications is 09.00 am on Wednesday 4 June 2025 and interviews will be held on Wednesday 11 June 2025.

Exhall Grange Specialist School is a county-wide specialist provision for pupils aged between 4 and 19. The school meets the needs of pupils who are unable to access the curriculum in a mainstream school owing to their sensory impairment or physical disabilities or the impact of long-term illness or social communication difficulties including autism.

We offer a mainstream curriculum and endeavour to break down barriers to learning. Through high quality teaching and personalised support, we aim to unlock the potential of every pupil so that they leave our school as well-rounded citizens, ready to embrace the next step of their journey.

Exhall Grange Specialist School is committed to Safeguarding Children in line with the Keeping Children safe in Education Policy September 2024, and the post holder will be subject to all of the relevant pre-employment screening checks including an Enhanced DBS with barred list check.

We are seeking to appoint from September 2025, an enthusiastic and skilled Careers Lead to lead and deliver the careers, education, information, advice and guidance programme for the whole school. You will need to be flexible in your approach and committed to further developing our already successful careers programme. The Careers Lead will work with staff, pupils and parents/carers across all key stages including primary. There will also be a requirement for you to attend key parents evenings and run the occasional afterschool workshop.

**Successful candidates will be contacted via email where possible and references will be sought prior to interview.**

We look forward to receiving your application.

Yours sincerely,



Caroline Parkhouse

Assistant Headteacher