



# St Wilfrid's

Church of England Academy



**Salary:** NJC18 – NJC22 £31,537 - £33,699 pro rata, actual salary £27,091 - £28,948  
**Contract:** 37 hours per week, term time plus one week  
**Closing Date:** Monday 13th July 2026.

CAREERS LEADER

# WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy.

We are seeking to appoint an enthusiastic and dedicated careers leader to take lead responsibility and accountability for the co-ordination and delivery of our school's programme of careers advice and guidance.

In this role you would be responsible to the Senior Assistant Principal responsible for Careers.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities.

All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to Live Life to the Full', rooted in John 10:10. Whilst Learning, we are Inspired and develop our Values through Experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides detailing how your experiences to date qualify you for the role. This should be sent to [knightingale@saintwilfrids.com](mailto:knightingale@saintwilfrids.com).

The closing date for the receipt of applications is 9am on Monday 13th July 2026.

I look forward to receiving your application.

Yours faithfully,

**Mrs V Michael**  
Principal

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# ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst

maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



# OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:  
*"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."*

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



# JOB DESCRIPTION

## **PURPOSE**

The careers leader will take lead responsibility and accountability for the co-ordination and delivery of our school's programme of careers advice and guidance.

## **RESPONSIBILITIES**

- Lead the careers team, including teachers, administrators, external partners, and any other staff members who deliver careers guidance through PSHE, or Form Tutor programmes
- Prepare and implement a careers guidance development plan 11-18
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, and other purposes
- Report on guidance advice to senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website
- Plan the programme of activity in careers guidance
- Procure and manage the independent CEIAG for pupils in KS4 and KS5 ensuring statutory requirements are met
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Plan, organise and oversee the Work Experience programme in Year 10, and Work-Related Learning in Sixth Form, using external providers and Academy secured placements.
- Use the Academy's data systems to target and track pupils at risk of becoming NEET for additional support.
- Support vulnerable pupil's preparation for adulthood, by providing personalised support for pupils with EHCPs, or who are Care Experienced.
- Manage the careers section of the school website, ensuring that information is accurate and up to date
- Work with the senior leadership team to deliver our school's careers programme
- Manage the provision of career and labour market information
- Communicate with pupils and their parents
- Engage with relevant subject leaders (such as the PSHE lead) to plan their contribution to careers guidance
- Establish and develop links with local and regional employers, further education colleges, apprenticeship providers, technical colleges and universities
- Establish and develop links with employers and work experience providers

- Manage the service level agreements with local partners (Inspira) to deliver the Gatsby Benchmarks
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects
- Maintain and grow a network of alumni who can help with the school's careers programme
- Challenge stereotypes in Careers education and planning and promote Equal Opportunities
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

*This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.*

## REWARDS AND BENEFITS

- Salary: NJC18 – NJC22 £31,537 - £33,699 pro rata, actual salary £27,091 - £28,948
- Local Government pension scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.
- Cycle to Work scheme

## SAFEGUARDING

St Wilfrid's C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"><li>English and maths at Grade C/4 or above at GCSE</li><li>Level 6 Diploma in Careers Advice and Guidance or equivalent</li></ul>	<ul style="list-style-type: none"><li>A degree in a relevant subject area</li></ul>
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"><li>Work in a school/college environment or with young people</li><li>Office administration experience</li><li>Leadership and management experience in a school environment or other relevant organisation</li><li>Networking experience across multiple stakeholders</li></ul>	
<b>SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"><li>Organisational and administrative skills</li><li>Competent with common IT systems, e.g. Microsoft Office</li><li>High standards of communication (verbal and written)</li><li>Time management and planning</li><li>Ability to lead and work as a member of a team to achieve agreed objectives</li><li>Ability to establish and develop strong professional relationships</li><li>Ability to handle confidential information sensitively, and knowledge of relevant data protection practices</li><li>Knowledge of the higher education and careers market</li><li>Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks</li><li>Awareness and understanding of special educational needs and disability</li><li>Cultural literacy, and experience serving a diverse community</li></ul>	
<b>PERSONAL QUALITIES</b>	
<ul style="list-style-type: none"><li>Strong interpersonal and networking skills</li><li>Sensitivity and understanding, to help build good relationships with colleagues and pupils</li><li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>Commitment to maintaining confidentiality at all times</li><li>Commitment to safeguarding pupil wellbeing and equality</li><li>Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people</li></ul>	

# HOW TO APPLY



**CLOSING DATE: 9AM MONDAY 13TH JULY 2026**

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We look forward to receiving your application.

