



Mossbourne
Federation

Higher Education and Careers Manager

Job Description



POSITION	Higher Education and Careers Manager
SALARY	From support staff spine point 41 - £44,220.66 to spine point 45 - £48,076.94 [Actual Pay]
START DATE	Monday, 2 nd June 2025
HOURS	37.50 hours per week
FULL TIME EQUIVALENT	41 weeks per year plus INSET Days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Head of Sixth Form
LOCATION	Mossbourne Community Academy
KEY WORKING RELATIONSHIPS	SLT, ELT, teachers, students and parents

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the students in our care. We are driven to ensure that MCA students have future choices and opportunities, succeed in their chosen career pathways, and make positive contributions to society. MCA has not only changed the face of education in Hackney but has also raised the bar in educational expectations to the highest level; we achieve recognition, nationally, and annually, for setting a new benchmark for non-selective comprehensive education.

All students, regardless of race, gender, background, or ability, are encouraged to achieve their true potential and the behaviour of our students is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes student's lives for the better', because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times 'Good Schools Guide', the 5th most oversubscribed school in England and the most oversubscribed school in London. Such recognition is a testament to the pride, hard work and dedication of our staff body, students, and parents.

If you want to be part of the team that is improving the life chances of our students, then read on.



The Sixth Form Team

The Sixth Form Team plays a pivotal role in maintaining the exceptional academic and pastoral standards that define Mossbourne Sixth Form. Led by the Head of Sixth Form, the team includes two Deputy Heads (one for academics and one for pastoral care), two Heads of Year, 16 Form Tutors, a Higher Education & Careers Manager, a Higher Education Lead, a Higher Education & Careers Officer, and a Sixth Form Administrator.

Together, they provide expert guidance and tailored support, ensuring students achieve outstanding outcomes and secure offers from world-class universities. The Sixth Form Team consistently provide the support and challenge that ensures students make the most of the exceptional teaching and learning, and opportunities offered by a Mossbourne education. In 2024, an incredible 48% of all A Level grades were A* and A, and 75% were grades A*-B, reflecting the team's commitment to empowering students to achieve their full potential.

The team is also instrumental in delivering a comprehensive enrichment programme, which includes career insight days, guest lectures, weekly speaker events, leadership opportunities, and personalised university preparation, enabling students to excel in their next steps.

If you are passionate about supporting ambitious, high-achieving students and want to contribute to a Sixth Form that ranks among the best in the country, we would love to hear from you.

Job Summary

The Higher Education and Careers Manager is responsible for delivering a comprehensive, high-quality careers education, advice, and guidance programme for students which is compliant with the Gatsby Benchmarks for careers education and the statutory duties set out by the Careers and Enterprise Company.

This role is pivotal in ensuring all students are empowered to make informed, aspirational decisions about their future pathways at Post-16 and Post-18, whether that be higher education, apprenticeships, or employment. The Higher Education and Careers Manager will lead and coordinate a range of careers-related activities, including but not limited to university application support, careers fairs, and employer partnerships, ensuring the programme is fully integrated into the school's overall academic and personal development framework. The successful candidate will be responsible for shaping and leading a high-quality Careers Education, Information, Advice, and Guidance (CEIAG) programme that equips students with the knowledge, skills, and experiences they need for success beyond school.

Main Duties & Responsibilities

The post holders key responsibilities are, but not limited to:

1. Strategic Leadership of Careers and Higher Education Provision

- **Leadership:** Lead the strategic development and implementation of the school's Careers Education, Information, Advice, and Guidance (CEIAG) strategy in line with the Gatsby Benchmarks and government guidance on careers education. Manage and support a team of key personnel responsible for higher education and careers guidance to ensure the CEIAG programme is delivered effectively.
- **Higher Education Line Management:** Manage the Higher Education and Careers Officer, Higher Education Leaders for Arts/Humanities and STEM, Director of Medical Bursary, and Director of Architecture Programme, ensuring that these roles work collaboratively to deliver a unified and effective higher education and careers service across the Academy.
- **Policy & Strategy Development:** Develop and maintain a careers plan that outlines objectives, actions, and evaluations in line with national and local priorities, ensuring that it supports the school's overall educational and personal development mission.
- **Integration with Curriculum:** Work collaboratively with teaching staff to ensure careers education is embedded within the curriculum, including the integration of careers into PSHE, subject areas, and enrichment activities.



- **Careers Leader Role:** Serve as the Careers Leader, ensuring that the school meets all statutory requirements for careers guidance

2. Careers Education, Guidance & Support

- **Personalised Career Advice:** Offer tailored careers advice and guidance to students, including support for UCAS applications, international universities, apprenticeships, work placements, and employment.
- **UCAS & Post-18 Applications:** Lead on supporting students with their university applications, from course selection to personal statement writing, ensuring they receive effective guidance to help them make informed decisions. Lead the co-ordination of UCAS including annual school registration and setting up the application process and tutor access.
- **Supporting CVs, Personal Statements, & References:** Guide students in crafting high-quality CVs, personal statements, and references, providing resources and individual feedback to enhance their applications for higher education or employment.
- **Careers Pathway Exploration:** Offer opportunities for students to explore various Post-18 routes, including apprenticeships, higher education, and employment, through workshops, weekly guest speakers, employer partnerships, Unifrog and delivering weekly Post-18 lessons.
- **Resources & Best Practices:** Develop resources and deliver training for staff to support the writing of references and personal statements, ensuring that all students receive high-quality, consistent advice and guidance.
- **Guidance on Other Areas of Higher Education:** Provide advice and support to students and their families on student finance, including information on tuition fees, loans, bursaries, and other financial support available for higher education.
- **Keeping Abreast of Developments in Career Education:** Stay informed about the latest trends, changes in policy, and innovations in career education ensuring the Academy's careers programme is always up-to-date and relevant. Be willing to research changes in Higher Education trends and update the Higher Education programmes accordingly.

3. Employer and Educational Institution Partnerships

- **Building Partnerships:** Develop and nurture strong relationships with local and national employers, universities, and training providers to offer a range of opportunities for students, including work placements, industry talks, university visits, and apprenticeship opportunities.
- **Apprenticeships and Industry Links:** Work to enhance the profile and understanding of apprenticeships and vocational career routes, developing strategic links with local industries and apprenticeship providers.
- **Widening Participation Initiatives:** Develop and implement initiatives to support students from all backgrounds in accessing higher education and apprenticeships, including outreach activities with universities and businesses.
- **Grocers Livery Company:** Work closely with the Grocers Livery Company ensuring there is a planned programme of events including the annual mentoring evening and Academy Awards.



4. Event Planning, Enrichment and Work Experience

- **Weekly Speakers:** Organise the Weekly Speaker Programme, inviting professionals from a variety of fields to share their career experiences and provide inspiration to students.
- **Extracurricular & Super-curricular Opportunities:** Develop and promote a broad range of extracurricular and super-curricular opportunities that support student development, employability skills, and future career aspirations.
- **Year 12 Weekly Wednesday Afternoon Enrichment Programme:** Oversee the organisation and coordination of the Year 12 weekly enrichment sessions every Wednesday afternoon.
- **Year 12 Work Experience:** Coordinate and manage the Year 12 work experience programme, ensuring students gain valuable practical experience and insights into their chosen fields.
- **Higher Education and Careers Preparation Programme:** Lead the development and implementation of a comprehensive preparation programme for students, ensuring that Year 12 students are well-prepared for Post-18 options. This includes organising lecture afternoons, personal statement workshops, mock interviews and financial literacy workshops.

5. Monitoring, Evaluation, and Reporting

- **Tracking Student Progress:** Ensure all student career decisions and destinations are tracked effectively. Provide reports and analysis to senior leadership on student outcomes and the impact of careers provision on student success.
- **Data Collection and Impact Evaluation:** Regularly assess the effectiveness of the careers program, gathering feedback from students, staff, and external partners. Use data to inform future developments and ensure continuous improvement of the careers service.
- **Gatsby Benchmarks Compliance:** Ensure the Academy is consistently meeting all 8 Gatsby Benchmarks for careers education and regularly review progress using COMPASS+ to align with the Careers Strategy requirements.
- **Record Keeping of Stakeholder Engagement:** Maintain a comprehensive and up-to-date database of all stakeholders, including alumni, employers, universities, and apprenticeship providers.

Other:

- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description



Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Application Form	Task	Interview
Experience				
E	Proven experience in delivering careers education, advice, and guidance, ideally in a school or college environment	X		X
E	Strong knowledge of current Post- 16 and Post-18 education pathways	X		X
D	Proven experience of managing the UCAS cycle or similar application cycles	X		X
E	Demonstrable ability to build and maintain effective relationships with a wide range of external partners, including employers, universities, and apprenticeship providers	X		X
E	Experience in organising and managing careers events, visiting speakers, and employer engagement activities	X		X
D	Familiarity with the Gatsby Benchmarks and current national policy on careers education	X		X
D	Understanding of the University of Oxford and University of Cambridge application processes, international university application process and applications to Medicine / Architecture is desirable	X		X
Qualifications				
E	Degree-level qualification or equivalent experience in education, career guidance, or a related field	X	X	X
D	A recognised qualification in careers guidance (e.g., Level 6 Diploma in Careers Guidance) is highly desirable or a willingness to undertake this qualification	X	X	X
IT knowledge				
E	Strong IT skills and familiarity with careers software such as Unifrog or similar platforms	X		
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point, Access)	X	X	
D	Ability to swiftly adapt to and utilise new/various systems/software	X	X	
D	Competent in the use of other computerised systems (e.g. SIMS) and other associated packages to enable access and interrogation of pupil, timetable, attendance and other similar data	X	X	
Behavioural Competencies				
E	Excellent communication and interpersonal skills, with the ability to engage students, staff, parents and external partners effectively	X	X	X
E	Strong organisational and time-management skills, with the ability to manage multiple tasks and deadlines	X	X	X
E	A passion for student development and a commitment to ensuring all students have access to high-quality careers education and guidance	X		X



E	Ability to work independently and collaboratively, taking initiative in improving the careers provision at the Academy	X		X
E	Ability to act as an inspirational team leader in line managing and calling to account the work of those within the Higher Education and Careers team	X		X
E	A strong belief in social mobility and a desire to support students to overcome barriers and challenges to Post-16 and Post-18 destinations	X		X
D	Must have the upmost integrity as well as high levels of motivation and commitment	X		X
E	Methodical and attention to details and excellent record keeping skills	X		X
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.

**The document is not a comprehensive list; it simply outlines the expectations of this role.
This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.**