



Mossbourne
Federation

Higher Education and Careers Officer

Job Description

Date last reviewed on:	13/05/2025
Date to be revised on:	



POSITION	Higher Education and Careers Officer
SALARY	Support Staff Scale – Spine Point 36 - £39,197.31 to Spine Point 42 - £45,196.31 [Actual pay]
START DATE	Monday, 1 st September 2024 [INSET Days 27 th - 29 th August 2025]
HOURS	37.50 hours per week
FULL TIME EQUIVALENT	41 Weeks per year + INSET Days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Higher Education and Careers Manager
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 (MHLA) 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 Department

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 Officer will be a key member of the Higher Education and Careers Team. They will enable all students to make appropriate decisions about their futures and support them to secure places on their chosen and best-suited post-16 and post-18 pathways. It will also be their responsibility to champion higher education and careers across the Academy, ensuring that all members of the academy understand and value the role it plays in raising aspirations and achieving successful outcomes.

The successful candidate will ensure students across Mossbourne Community Academy and Mossbourne Sixth Form make well informed choices at times of transition. This includes providing students with appropriate information and resources to inform post 16 and post 18 options. They will work with the Higher Education and Careers Manager to deliver a high-quality CEIAG programme underpinned by the Gatsby Benchmarks. They will maintain and develop partnerships with education and training providers and a range of employers.

The role also includes preparing students for the world of work and their future pathway, contributing to the planning and implementation of the PSHCERSE Programme and delivering a range of enrichment opportunities that promote higher education, apprenticeships, and employment.

Main Duties & Responsibilities

Responsibilities include, but are not limited to:

- The implementation of a clear strategy for careers guidance underpinned by the Gatsby Benchmarks
- Liaising and working with careers guidance professionals, employers, local colleges, and other providers to ensure that students are well supported in making decisions about their career pathways
- The organisation of assemblies and visiting speakers to ensure a full understanding of post-16 and post-18 routes available
- Organising and conducting impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic, and adaptable career decisions
- To generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan and applications
- Use Unifrog across and the data from it to inform the direction of the careers programme



- Use expert knowledge of labour market information to enable students to identify, access, interpret and utilise valid and current information that is relevant to them
- Maintain the careers sections of the academy website, the careers library and termly careers newsletters
- To organise relevant and high-quality activities, including, but not limited to, activities for National Careers Week and PSHCERSE drop-down days
- To assist with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks
- Delivering targeted intervention for students selecting post-16 pathways and referring students to specialist services if required to support specific needs of students, e.g., young people with SEND.
- To communicate with relevant external agencies and networks for the benefit of students and the enhancement of the Higher Education and Careers programme.
- Planning, organising, and running trips in line with the Careers strategy
- Responsible for the tracking, monitoring and quality assurance of all reports on the destinations of student groups to stakeholders, including the local authority and SLT
- To track, monitor and report on the aspirations of current students
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- Co-ordinate meaningful and aspirational employer engagements
- Maintain the coordination of programmes such as The Scholars Programme and Into University, and other meaningful outreach opportunities
- Attend results days to support students
- Support the UCAS Cycle
- Co-ordinate Year 12 work experience week
- Support with the Year 12 Wednesday afternoon Enrichment programme
- Develop links with employers who provide apprenticeship and school leaver programmes
- Assisting with the delivery of the Higher Education and Employability preparation programme
- Maintain existing partnerships with outreach initiatives
- Keeping abreast of developments in Higher Education and Careers guidance
- 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		
		App Form	Task	Intervie w
Experience				
E	Successful administrative experience, ideally in an educational environment		X	
E	Be committed to the Academy’s ethos and aim to raise the aspirations and attainment of all learners	X		
E	Be committed to ensuring all students receive appropriate support, advice, and guidance in their post-16 pathways	X		
E	Have a thorough knowledge and experience of implementing the government’s most recent guidance for (CEIAG) Careers Education Information Advice and Guidance	X		
E	Have the initiative to secure excellent partnerships with external agencies for Mossbourne students	X		X
E	Excellent oral and written English and outstanding communication skills	X	X	X
E	Excellent organisational, literacy and numeracy skills	X	X	
E	Ability to work independently and as part of a team	X	X	
E	Ability to develop and maintain positive relationships with teachers, support staff, parents, and external agencies	X		
Qualifications				
D	Be educated to a good degree level or working towards a qualification in CEIAG	X		
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, PowerPoint, Access)		X	
D	Ability to swiftly adapt to and utilise new/various systems/software		X	
Behavioural Competencies				
D	Strategic approach, ability to see the ‘big picture’ and think ‘outside of the box’	X		
E	Ability to meet ALL deadlines internally and externally, ensuring output consistently is of an exemplary standard	X		
D	Must have the upmost integrity as well as high levels of motivation and commitment	X		
E	Proactive approach and efficient time management, and prioritisation skills	X		
E	Be self-motivated, demonstrating an ability to work independently and flexibly within Academy structures	X		
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X	
E	Have the attributes required to manage an unevenly distributed workload and balance numerous projects simultaneously	X	X	



E	Be fully committed to going the 'extra mile' in support of the Academy's aims and objectives	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.