

## Vacancy Details

### Careers Advisor/Work Related Learning Coordinator

Part time

**Scale 5 point 12-15:** £28,598- £30,024 (actual salary  
£10,786 - £11,323)

**Part Time 15 hours a week permanent (Term Time only,  
plus 4 weeks including training days/prep days/ events  
and exams results days).**

**Required as soon as possible**

**Closing Date: 6<sup>th</sup> February 2026**

Do you want to work in a school where behaviour is exceptional and teachers can teach as the expert in the room? Do you want to work in a school where staff are valued, supported and developed? Will you be the best Careers Advisor that you can be and a member of staff that colleagues can rely on? Will you put our students and their futures first?

**Job Summary:** This is a key and exciting role within our school ethos of developing the whole person. You will lead, deliver and evaluate high-quality, impartial Careers advice to students from Years 7-11, with a key focus on transition points, meeting all Gatsby Benchmarks. The post holder will also be responsible for identifying, organising and supervising Work Experience placements for students in Year 10, alongside organising an effective work-related learning provision for all our students. The role also affords the post holder the opportunity to support careers across other secondary and primary schools in the Trust, where appropriate.

**Ridgeway Secondary School** is a great school, a place where the very best staff want to work with amazing students in a supportive environment. In May 2025 we were judged as “outstanding” in 3 categories by Ofsted were extremely proud to be officially recognised as the most improved state funded secondary school for Progress 8 in 2024. Come and visit us to see for yourself, the incredible progress that we have made in such a short space of time and the amazing learning and working environment that we have created.

You will have the highest expectations, knowledge, skills and commitment to supporting our students and colleagues. You will strive to make a positive difference to our students in every aspect of their development. You will have integrity, be ambitious, tenacious, caring, driven and a team player. The role will be challenging and exciting, and you will be supported by senior leaders and the wider trust with opportunities for progression as both the school and trust grow.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Matthew Ball, Headteacher. Further information, including job description, person specification and application form, are available from the school website [www.ridgewaysecondary.org.uk](http://www.ridgewaysecondary.org.uk), alternatively please email [hrea@rss.shiresmat.org.uk](mailto:hrea@rss.shiresmat.org.uk).

Ridgeway is an equal opportunities employer, and all appointments are subject to appropriate checks for child protection and safety. Applications should be made via the Ridgeway application form addressed to Mrs H Rea, PA.



**Appointment will be subject to references and an Enhanced DBS check in line with school safeguarding policy.**

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity. Ridgeway Secondary School is a company limited by guarantee - Registered in England No. 7610791.

## Job Description

**Post Title – Careers Advisor/Work Related Learning Coordinator**

**Salary Scale: Scale 5 point 12-15: £28,598- £28,598- £30,024 (actual salary £10,786 - £11,323)**

**Part Time 15 hours a week permanent (Term Time only, plus 4 weeks including training days/prep days/ events and exams results days).**

**Responsible to: SLT**

**Key Responsibilities:**

- Coordinate and deliver Careers Education, Information, Advice and Guidance (CEIAG) across years 7-11.
- Deliver impartial, one-to-one and small group guidance meetings with students in Years 7-11 at key transition points and at other times, as required.
- Work with pupils, parents and staff to raise aspirations for future pathways through the provision of accurate, impartial and up to date information, advice and guidance.
- Employ strategies to ensure that all students leave school with an appropriate and aspirational destination secured, ensuring the lowest possible number of NEETs.
- Undertake the collecting, collating and reporting of accurate Destinations data to County and to the Trust.
- Maintain accurate records on Unifrog and Compass+ and other record systems regarding student progression and other information, as required.
- Support with information evenings, such as Options Evenings and Sixth-Form Open Evening, to provide effective support and advice to students and parents.
- Organise school events such as Careers Fairs and Mock Interviews and other such activities that enable the school to deliver The Gatsby Benchmarks effectively.
- Liaise with Further and Higher Education providers to cement effective links which will support students' next steps.
- Liaise with companies and employers to give students key knowledge around jobs and the labour market.
- To ensure the CEIAG provision supports all children, and where appropriate working with SENDCO leads to support vulnerable groups.

**Work Experience and Work-Related Learning:**

- Work with Careers Leads across the Trust to ensure that an effective work-related programme is implemented, enabling the school to fulfil the Gatsby Benchmarks and meet Equalex Modern Work Experience 2026.
- Organise an effective Work-Experience programme, including sourcing placements, completing all associated paperwork, responsibility for checks during Work Experience placements and, working alongside the appropriate Trust and School Leaders, ensure Safeguarding and Health and Safety requirements are met.
- Support students, staff and parents to ensure the sourcing and completion of aspirational and diverse Work-Experience placements.
- Prepare and deliver assemblies, presentations and preparatory sessions for students and, where appropriate, parents and staff, regarding Work Experience.
- Maintain accurate records about Work Experience and Work-Related Learning providers and placements.
- Monitor the effectiveness of Work Experience and Work-Related Learning across school.
- Work alongside teaching staff to provide aspirational and relevant Work-Related Learning opportunities linked to curriculum areas, including supporting the organisation of trips. There will also be a requirement to accompany trips, where appropriate.
- Liaise with employers to forge effective links which will allow us to develop our Work-Related learning offer.

**Other Responsibilities:**

- Secure external funding or sponsorship for careers related initiatives where available.
- Follow local and national developments in CEIAG to maintain up to date impartial IAG for all students.
- Support (as part of a team) with activities across our Primary school provision, to ensure that our primary and first schools deliver appropriate and effective Careers provision
- Flexibility required around working pattern at peak times, e.g. the weeks leading up to Y10 work experience.
- Attend appropriate training and CPD sessions, as directed by SLT and/or the Trust Careers Lead

**Other Duties**

- To carry out the professional duties as reasonably requested by the Headteacher.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.
- To promote and safeguard the welfare of all students at Ridgeway Secondary School.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake such other duties/training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Academy's Health & Safety Policy.
- To attend school training days as required.

**Commitment to Safeguarding Children:**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

**School Ethos:**

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy.
- To comply with the school's Code of Conduct for employees.

**Equalities:**

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Notes:**

1. The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

**Signatures:**

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Special Requirements:**



An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed .....  
(Issued by - Headteacher)

Signed .....  
(Received by – staff member)

Dated .....

Dated .....

**Careers Advisor/Work Related Learning Coordinator: Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desired</b>
Level 6 (or higher) qualification in Careers Guidance (e.g. Level 6 Diploma in Career Guidance and Development).	✓	
Registered with the Career Development Institute (CDI).		✓
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desired</b>
Experience of successful liaison with local and national employers and Further and Higher Education providers		✓
Demonstrated experience providing Careers Advice in a school or college setting	✓	
Experience of working within a successful Secondary Careers Programme at whole-school level		✓
Strong understanding of the current Gatsby Benchmarks, Baker Clause, Equalex (Modern Work Experience) and statutory Careers guidance frameworks.	✓	
Experience of successfully working across multiple schools or Trust settings		✓
Experience of organising, or the willingness to organise, Work Experience within a school setting	✓	
Experience of recording data via Compass+ and Unifrog (or similar), collecting and analysing data, such as Destination data, and reporting to Senior Leaders		✓
Experience of organising and/or accompanying school trips		✓
Knowledge of Safeguarding and other child-related legislation	✓	
An understanding of the needs of children	✓	
Awareness of and commitment to inclusion, SEN and the support of all children, whatever their needs	✓	
<b>Skills and Attributes</b>	<b>Essential</b>	<b>Desired</b>
Ability to establish good working relationships and effective teamwork	✓	
Willingness and ability to embrace change	✓	
Strong organisational, time management and record-keeping skills	✓	
Good communication skills	✓	
Excellent role model for staff and students	✓	
Ability to generate ideas	✓	
Able to listen and empathise	✓	
Ability to use own initiative	✓	
Ability to work strategically and advance within career in a growing Trust		✓
Ability to prioritise workload and work independently	✓	
Full UK driving licence and willingness to travel between schools	✓	
Attention to detail	✓	
Excellent ICT skills	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desired</b>
Alignment with Trust values of Nurture, Equity, Service and Wisdom.	✓	
Excellent interpersonal and communication skills with students, staff, parents, and external partners	✓	
Ability to motivate and inspire students	✓	

Highly motivated and organised	✓	
Enthusiastic and committed to support others beyond the school day	✓	
A forward-thinking approach	✓	
A passion for learning	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure and have a sense of humour	✓	
Ability to meet deadlines	✓	
Drive, adaptability and resilience	✓	
Ability to be discrete and understand professional boundaries	✓	
A desire to undertake continuous professional development in Careers education	✓	
<b>Other Requirements</b>	<b>Essential</b>	<b>Desired</b>
Enhanced DBS Disclosure	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Appropriate level of safeguarding training	✓	