



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.

We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

“Be the best version of you”



Careers Co-ordinator

The Governors of Weaverham High School are looking to appoint a Careers Co-ordinator to start 1st September 2026. The successful applicant will be reliable, able to work on his or her own initiative as well as being able to work as part of a team.

Start date: 1st September 2026 Salary: Grade 6 starting scale £28,598 raising to £31,022, actual salary for 15 hours per week (3 days per week)/39 weeks per year £10,003 to £11,096.

How to apply

For further information email zoe.walker@weaverhamhighschool.com or see school website www.weaverhamhighschool.com Applications are to be submitted via <https://mynewterm.com/school/Weaverham-High-School/149614>

Please complete the application as fully as possible and explain any gaps in your employment history. Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidates. The successful applicant will require an enhanced Disclosure and Barring Service check.

Closing date 9am 25th June 2026

Applications may close before the deadline, so please apply early to avoid disappointment

Headteacher: Clare Morgan

Tel: 01606 852120 www.weaverhamhighschool.com





Weaverham High School

JOB DESCRIPTION

JOB TITLE:	Careers Co-ordinator
GRADE:	6 (SCP 11-17)
HOURS:	15 hours per week / 39 weeks per year
RESPONSIBLE TO:	Assistant Headteacher: Personal Development, Aspiration & Wellbeing

JOB PURPOSE:

The Careers Coordinator will take responsibility and accountability for the delivery of our school's programme of careers information, advice and guidance for Years 7-11 in accordance with Government Statutory Guidance and will monitor delivery of careers guidance across the 8 Gatsby Benchmarks.

They will report directly to the Assistant Headteacher in charge of Careers who will assist in leading and driving strategy for careers on a whole school level.

PRINCIPAL RESPONSIBILITIES

- 1 To implement and fulfil the statutory requirement to secure career guidance which is independent for all Year 7 to Year 11 students and advise the senior leadership team (SLT) on policy, strategy, compliance and resources for careers guidance, and to monitor delivery of careers guidance across the 8 Gatsby Benchmarks.
- 2 To effectively plan, drive and deliver a programme of quality work experience for Year 10 (when re-introduced) including regular assemblies, social media campaigns and communication with Extended Services Coordinator, M-PLOY, parents and carers.
- 3 Process and present all incoming careers opportunities to SLT careers link with the view to plan and lead upcoming careers events, trips, talks and encounters.
- 4 Organise and lead small group trips/mentoring schemes/site tour opportunities independently. Assistance in identifying key target groups to be provided by SLT link and HOY.
- 5 Complete all admin and promotion for larger scale events such as work experience/national careers week activities, apprenticeship fair, Aspirations evening, assemblies e.g. staff cover rotas, halls needed, room changes etc.



- 6 Ensure students receive information about education or training and post-16/18 progression options including sixth form colleges, apprenticeships and universities through a programme organised across the academic year. This involves organising visits by outside agencies, ensure access to and use of specialist material and publications, including university prospectuses and organise activities that promote careers understanding.
- 7 Develop and manage a stable careers programme and central calendar of careers events for the academic year - ensuring we are reaching the necessary benchmarks.
- 8 Keep and manage records of careers interviews with students and share with teachers, HOY, parents and carers.
- 9 Lead on a bespoke programme of careers intervention for SEND and disadvantaged students across all year groups.
- 10 Actively engage with parents and carers to keep them updated with the opportunities and support on offer for the young person in their care.
- 11 Regularly update Compass Plus with all of the careers related activities to ensure we can accurately audit how well we are meeting each bench mark each term.
- 12 Carry out a termly audit with a representative from the CEC and the Pledge, produce an action plan based on the results.
- 13 Present a termly careers action plan and evaluation of Careers related activities to the SLT Careers Lead.

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Line Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.



Weaverham High School

Careers Co-ordinator

Person Specification

Attribute	Essential	Desirable	How Measured
Qualifications	GCSE Grade C or higher in English & Maths or equivalent	A levels, Degree or equivalent Specialist careers qualification	Application form.
Experience	Successful relationships with young people	Success in working in a 11-16 or 11-18 school environment	Application, references.
Knowledge and Skills	Knowledge and understanding of the Qualifications Framework and different Post-16/18 pathways and career routes for young people	Experience of school related Careers Information and guidance	Application, Interview, references
	Knowledge of the Gatsby Benchmarks and their role in ensuring excellence within careers provision in schools		Application, Interview, references
	Knowledge and understanding of DfE Statutory Requirements and how to ensure these are met	Evidence of careers related CPD	Application, Interview, references
	Understanding of the world of work and its demands on young people	Knowledge of Apprenticeship and College application process Experience of engaging employers and workplaces within both public and private sectors Experience of coordinating Work Experience placements Experience of engagement with successful 1:1 Personal Guidance processes	Application, interview.
			Application, Interview, references
			Application form, Interview, references
	Knowledge and experience of Unifrog or other relevant careers platforms	Experience of designing and implementing curriculum lesson materials	Application, Interview, references
	An understanding labour market trends on a local and national scale		Application, Interview
A commitment to personal CPD in the field of Careers Information, Education and Guidance	Commitment to seeing young people overcome adversity and disadvantage	Application, interview, references.	

Personal Skills / Qualities	Well organised and able to effectively organise their time, rotas, careers events, programmes and other people.	Willingness to drive school minibus	Application, Interview, references.
	Excellent ICT skills and proficient in use of Word, Excel, Powerpoint, CANVA and other sources of communication	Experience of marketing and communications	Application, Interview, references.
	Ability to present careers related information in a professional format to a range of pupil and adult audiences		Application, Interview, references.
	Ability to work hard under pressure to meet internal and external deadlines		Application, Interview, references.
	Strong and clear oral and written communication skills	Evidence of school related careers communications with a variety of stakeholders	Application, Interview, references.
	The drive, communication and skills to engage a wide range of employers and training providers		Application, Interview, references.
	Completes tasks to an excellent standard		Application, Interview, references.
	Honest, trustworthy and reliable		Application, Interview, references.