



Careers Co-Ordinator

Band 8 SCP 17-22

Hours 8:30am – 4pm

Actual Salary starting at £10,188

Part Time – 2 days per week

Term Time Plus 1 week

Required: September 2026 or soonest thereafter

Closing date: Monday 17th August 2026 at 9am

Interviewing: September TBC

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Dear Colleague,

Thank you for your interest in joining the staff team at Bradford Forster Academy.

This is a particularly important and exciting time to join the academy. We are on a clear and ambitious journey of improvement, focused on securing the highest standards of education, care and opportunity for every pupil. We are building a culture rooted in high expectations, strong relationships and a relentless focus on what makes the greatest difference in the classroom.

Bradford Forster Academy is an 11–16 Church of England secondary academy within the Bradford Diocesan Academies Trust (BDAT). Since opening in 2015, the academy has grown to around 1,000 pupils and serves a richly diverse community. Many of our families face significant social and economic challenges, which makes our work both demanding and deeply purposeful.

Our vision is simple: to provide an excellent education for every child, every day. Our guiding principle, 'Everything is possible for one who believes' (Mark 9:23), underpins our belief in the potential of every young person and our determination to ensure that background is never a barrier to success.

We are strengthening our focus on the key drivers of school improvement: high-quality teaching, a carefully planned and ambitious curriculum, strong behaviour and attendance, and a culture where every pupil is known, supported and challenged to achieve their very best. We are equally committed to developing a staff culture where colleagues feel valued, supported and able to thrive professionally.

At the heart of the academy is a strong emphasis on relationships. Form tutors play a vital role as the first point of contact with families, and we work in close partnership with parents and carers. Our Christian ethos is inclusive and welcoming, encouraging all members of our community to develop character, reflect on their values and contribute positively to society.

We are committed to investing in our staff. Our professional development offer is carefully designed to support colleagues at every stage of their career, providing opportunities to grow, lead and progress within the academy and across the trust.

This is an opportunity to be part of a team that is determined to make a lasting difference. We are looking for professionals who are committed, resilient and ambitious for our pupils, and who want to play a full part in the next stage of the academy's journey.

If this resonates with you, I would strongly encourage you to apply. Visits to the academy are warmly welcomed.

I hope the information in this pack is helpful, and I look forward to reading your application.

With best wishes,

Dan Styles
Headteacher

Vision and Ethos

'Everything is possible for one who believes' (Mark 9:23)

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families and the local community, by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

Application Process

The closing date for all applications is Monday 17th August 2026 at 9am
Applications are to be made via [MyNewTerm](#)

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at the interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

About BDAT

Bradford Forster Academy is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE (Inclusion, Compassion, Aspiration, Resilience and Excellence)

At BDAT we have considered the importance, effectiveness, and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE." To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop, and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Job Description

Post title: Careers Co-Ordinator

Salary: Band 8 SCP 17-22

Hours: 2 days per week (8:30am-4pm) – Term time only plus days

Responsible to: Assistant Principal Personal Development

Purpose of Role:

The Careers Coordinator is responsible for coordinating work experience and careers guidance across the academy, including the delivery of one-to-one careers advice, planning/delivery of careers lessons through the PD/PSHCE curriculum and the organisation of work experience placements. They are also responsible for tracking and maintaining destinations and alumni information.

Main Duties:

- Assist students in gaining the skills required to increase their chances of successful transition from secondary education to further education, training and employment, for example interview and application skills
- Provide information, advice, and guidance about a range of issues, such as careers, education, employment, and training either directly or with specialist agencies
- Interview students in Key stages 3 and 4 on a one-to-one and small group basis
- Prepare and assist students in the year 9 options process
- Provide advice and guidance on appropriate programmes of study to support students' career choices
- Prepare and support students with making applications to Post-16 further education and training providers
- Provide additional support to young people identified as at risk of becoming NEET, with application and interview support
- Assist students in drawing up action plans for education and training and supporting them to achieve these goals
- Under the strategic leadership of the Assistant Principal with responsibility for CEIAG, plan, implement, risk assess and quality assure the annual work experience programme to ensure that the offer and placements are fit for purpose and maximise the impact of the experience based on student needs
- Encouraging and implementing whole-school use of online resources, within discreet careers lessons and within the wider academy curriculum
- Attend and present information at open evenings, parents' evenings, results day, and other events as required
- Liaise with the SENDCo in supporting the transition of vulnerable students and

those with additional needs

- Research careers, options, and support organisations to meet students' needs
- Run small drop-in sessions or larger presentations on all aspects of careers work as required
- Liaise and negotiate with other organisations on behalf of students and/or the academy to ensure positive links and increased opportunities are available for academy students
- Use ICT effectively for administrative tasks, such as recording interactions with stakeholders (in particular students and parents) and tracking students
- Use computer-aided guidance packages, skills assessment tools, psychometric tests, and personal inventories
- Assist in planning and organising careers fairs and conventions
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers, and training events run by educational and professional bodies
- Track and monitor progression from Y11 to further education, training and employment, and destination data for the local authority, providing reports as required for SLT
- Track and monitor progression for Year 10 and 11 students on external alternative provision placements, supporting the quality assurance process of external providers as required
- Plan and lead a range of external visits to promote aspirational progression destinations to students
- Work to ensure that CEIAG is prominently promoted within the school and social media and is well represented on the academy website.
- Support SLT with any application for external accreditation, such as Careers Mark, as required.

Other duties

- Participate in professional and personal development programmes as required, including training, both internal and external, and performance review
- Sustain an up-to-date qualification and current knowledge in order to have maximum impact on the opportunities, achievement and life chances of the student community
- Undertake any other duties commensurate with the grade of the post
- Complete AM, break, lunch, and PM supervisory duties as required by the Principal

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

Due to the nature of the post, there may be a need to work outside of normal working hours and off academy premises, as required by the Principal. For this purpose it is expected that the postholder will retain business insurance on their vehicle.

The academy operates a strictly no smoking policy.

NOTE

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Post Title: Careers Co-Ordinator

	Essential	Desirable	Evidence base
Qualifications	5 A* - C GCSEs (including English and Maths) or equivalent. Level 6 qualifications or above pertinent to CEIAG.	Evidence of relevant continuing professional development.	Application form Certificates
Knowledge	Able to engage and influence a wide range of stakeholders Excellent communication skills, both verbal and written Good team leadership skills Ability to assimilate new information quickly Ability to conduct basic data management Able to project manage and manage priorities effectively and efficiently Ability to strategically lead careers across the academy. To ensure that the gatsby benchmarks are met.	Tenacious and resilient Credible across business and school/college environments Engaging and enthusiastic Determined Positive Empathetic and inclusive Knowledge of the Gatsby Benchmarks Existing links with	Application Form Interview
Experience	Experience of managing resources. Experience of delivering and evaluating the effectiveness of interventions.	Experience of analysing data pertaining to student performance. Experience of working successfully with disengaged learners.	Application form Interview

Skills	Ability to communicate effectively orally and in writing to a range of audiences. Effective time management with the ability to meet deadlines. High level of organisational, planning, and personal management skills. Ability to use own initiative and motivate others. Ability to strategically lead others Ability to lead whole school careers	Effective use of data to set appropriate and challenging targets for student performance. Be proficient in the use of SIMS data management system. Ability to identify and facilitate a planned programme of CPD in response to development priorities and identified student needs. Ability to lead on a whole school careers programme which meets the gatsby benchmarks. Actively engage with strategic leaders in schools to influence changes in policy and practice. Ability to use ICT to effectively differentiate for a range of learners with varying needs.	Application form Interview
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Personal attributes	Ability to prioritise and remain calm under pressure. Commitment to self and team development. Commitment to lead extra-curricular activities. Innovative and forward thinking. A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies. The postholder will require an enhanced DBS check. Ability to adapt and support in areas and specialisms beyond specialism.		Application form References Interview
Christian ethos	Commitment to promoting the Christian ethos and values		Application form Interview

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification

Careers Co-Ordinator

Band 8 NJC 17-22

Actual Salary starting at £10,188

Part Time 2 days per week

Term Time Plus 1 Week

Required: September 2026 or soonest thereafter

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

We are seeking to appoint a highly motivated and approachable Careers Co-ordinator who is passionate about supporting young people in planning their future pathways. You will provide a professional, impartial and student-centred careers guidance service that is consistent with the academy's ethos and commitment to student success.

The successful candidate will work closely with students, staff, parents and external partners to deliver high-quality careers education, information, advice and guidance. You will support students in exploring their career aspirations, identifying suitable progression routes and developing the skills and confidence needed for future education, training and employment opportunities. You will be self-motivated, exceptionally well organised and an excellent communicator with the ability to build positive relationships with young people.

If you are looking to join an academy with a culture of professional learning and reflection, where you can make a meaningful difference to students' futures and aspirations, then we would love to hear from you.

The successful candidate will:

- Able to engage and influence a wide range of stakeholders
- Excellent communication skills, both verbal and written
- Good team leadership skills
- Ability to assimilate new information quickly
- Ability to conduct basic data management
- Able to project manage and manage priorities effectively and efficiently

We can offer you:

- An attractive, very well resourced working environment
- Effective and supportive colleagues
- Friendly and well behaved students

Opportunities for personal and professional development

Closing Date: Monday 17th August 2026

For full details, application form with information pack, please visit the [MyNewTerm](#) website.