



Maidstone Grammar School *for Girls*



Aspirations & Careers Lead Required for September/October 2026

Salary	Kent Salaries KRF £28,992 per annum
Hours	Full-time 37 hours per week term time, plus 10 directed days This role includes annually specific dates in relation to A level and GCSE results during each August
Commitment	To provide Careers Education, Information, Advice and Guidance (CEIAG) as part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school. Taking overall responsibility for the production, organisation, implementation and delivery of all aspects of careers work and the school's CEIAG programme Managing the agreed budget for careers Monitoring and responding to national developments in CEIAG in line with statutory requirements Maintaining the school's Investors in Careers (Stage 3) Award.

The Post

We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. The core purpose of the post is to provide a thorough, personalised careers service throughout MGGS, providing engaging advice, guidance and support to students including on post-16 choice, university degree opportunities and degree apprenticeships. Careers Education, Information, Advice and Guidance (CEIAG) is part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.



The Team & Our Facilities

The Aspiration & Careers Lead works closely with our Pastoral Team supporting students in each year group. The Sixth Form Team and the Aspiration & Careers Lead work closely together in supporting our Year 13 students progress to their destinations beyond school.



Job Description

POST TITLE	Aspiration & Careers Lead
GRADE/WEEKS PER YEAR/HOURS/FTE	Kent Scheme: KSF 37 hours per week Term Time plus 10 directed days - this includes annually specific dates in relation to A level and GCSE results during each August.
RESPONSIBLE TO	Headteacher
REPORTING TO	A member of the Leadership Team

Core Purpose:

To provide Careers Education, Information, Advice and Guidance (CEIAG) as part of a whole school approach that raises the aspirations and outcomes for students by playing a major role in preparing them for the opportunities, responsibilities and experiences of life after school.

The postholder will be responsible for:

- Taking overall responsibility for the production, organisation, implementation and delivery of all aspects of careers work and the school's CEIAG programme

- Managing the agreed budget for careers
- Monitoring and responding to national developments in CEIAG in line with statutory requirements
- Maintaining the school's Investors in Careers (Stage 3) Award.

The post holder will be expected to:

Leadership:

- Keep the Leadership Team appropriately informed of careers related issues, including the regular production of reports
- Lead the work of colleagues in relation to careers issues, for example those who deliver careers lessons via the RISE day programme and supporting form tutors at key transition stages
- Liaise with and support the sixth form Leadership Team and Heads of Study in relation to careers issues
- Manage the work of support staff in relation to the administration of work experience and work shadowing
- Liaise effectively with parents and outside agencies such as CXK, EBP Kent, Higher Education bodies, and represent the school at local CEIAG events
- Develop and lead new initiatives in relation to careers within the school as appropriate with a particular emphasis on a creative and innovative approach
- Contribute to the School Development Plan, and create and implement the CEIAG annual programme.

Management:

- Manage and organise the careers resources, including maintaining the careers library
- Create and maintain clear documentation
- Promote and represent careers at open days and evenings, parents' evenings and options evenings
- Assist in the management of university applications with members of the sixth form Leadership Team as appropriate
- Organise work related learning and take overall responsibility for work experience and work shadowing health & safety arrangements
- Evaluate CEIAG provision using evaluations to initiate and manage change where standards could be raised
- Record, collect and forward student information and destination statistics to Right Step, to fulfil the Department of Education September Guarantee statistics
- Identify and invite speakers from industry/colleges/universities to deliver careers talks.
- Work with local universities to increase widening participation,
- Produce guidance material, eg newsletters, careers blogs, Facebook page, for students/parents/staff.

Teaching and Learning, Assessment and Monitoring:

- Design, develop and assist in the delivery of an appropriate and high quality careers curriculum, including a programme of careers events
- Lead careers events in school where appropriate
- Be responsible for good practice of careers teaching, using observation to enhance quality
- Act as a source of expert help on careers for colleagues and students, including catering for identified sub-groups such as SEN, Pupil Premium, Gifted and Talented students
- Deliver lessons and assemblies on careers issues where appropriate
- Conduct individual careers interviews with students as appropriate, for example with all Y9 students in relation to GCSE choices and Y11 students in relation to post 16 courses
- Mentor students where appropriate
- Use whole school assessment data to target careers advice for individual students
- Track student destinations and publish details
- Be available to cover lessons on an occasional basis if needs require.

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school

- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

In addition

- Keep abreast of the latest technology and processes and make recommendations where appropriate
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and headteacher
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school
- Support and contribute to the School's responsibility for safeguarding students
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- To be available to cover lessons on an ad hoc basis as required
- To be available to attend school trips on an ad hoc basis as required
- Fulfil any other tasks reasonable requested by the line manager and headteacher.

Staff & Others Line Managed by the Post Holder:

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

Qualifications	• Graduate or equivalent level qualification eg apprenticeship • Specific training in aspects of CEIAG (Careers Education, Information, Advice and Guidance). Providing professional Careers Education, Information, Advice and Guidance, applicants who do not hold a Level 6 Diploma in Career Guidance & Development will be supported to complete this whilst in post.
Personal qualities	• Ability to communicate effectively with individuals and large groups of students • Supportive approach to others, and an ability to relate well and motivate colleagues and students • Being creative and innovative • Capacity for hard work and high expectations of self and students • Ability to lead a team, and to work well within teams • Ability to make difficult decisions • A commitment to raising standards and to ensuring maximum effectiveness in relation to the department's work • Generosity of spirit • Willingness to contribute to extra-curricular activities
Knowledge and skills	• Strong communication skills- verbal and written • Good ICT skills • Thorough knowledge of careers opportunities for young people • A working knowledge of the UK higher education system • Ability to address the needs of individuals, particularly in identifying and addressing potential • Strong organisational skills • A knowledge of the UCAS application process • A knowledge of current educational developments, particularly relating to CEIAG • A knowledge of Google Apps for Education

Experience and training

- Willingness to undertake appropriate training and professional development
- Experience of working with students or in personnel
- Willingness to take part in professional development
- Some experience of a secondary school context

The Application Process

Applicants should complete the application form and email addressed to the Headteacher, Miss Deborah Stanley via mstarns@mggs.org. If you require any additional information, please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org.

Full details and an application pack are available from the school's website <https://www.mggs.org/joining-us/join-our-team/vacancies>

Important Dates

Closing date for applications: 8am on 4th September 2026
Interviews: 9th September 2026



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974](#) and the [Exceptions Order 1975](#).