



# SURBITON

HIGH SCHOOL

## Job Description

**Job Title:** Careers Adviser

**Job Purpose:** To provide careers guidance and support to the Careers and Guidance Department, in order to deliver an outstanding careers programme at Surbiton High School, with particular focus on the Surbiton Skills Curriculum and Key Stage 3 careers. A core aspect of this role will be the delivery of career interviews within the School.

**Reporting Line:** Director of Careers and Guidance

**Start Date:** September 2026

**Tenure:** Permanent, part-time

Monday to Friday, 8:00am - 4:00pm, 37.5 hours per week, 36 weeks of the year

**Remuneration:** Full-time equivalent annual salary: £28,645 - £32,575;

Part-time actual annual salary: £22,816 - £25,947

### Key Responsibilities:

#### **Focus on skills**

- Oversee the mapping and provision of the Surbiton Skills Curriculum across the School (Years 7-13) in collaboration with the Vice Principal (Academic), PHSE leads and Director of Careers and Guidance. This will include

#### **Careers education and guidance**

- Conduct and contribute to the organisation of career interviews in years 9, 11 and 12, distribute write-ups and update systems (eg. Morrisby, iSAMs, CPOMS). This will include mapping the alignment and opportunity for further alignment against Gatsby Benchmarks and United Learning careers requirements.
- Assist with the administration of career, higher education and related events, trips and activities, some of which might occasionally fall outside normal working hours. This includes helping with setting up and attending events.
- Provide administrative support in the delivery of Y10 Morrisby testing.
- Manage the Careers Library and information within it.
- Electronically collate Labour Market Information (LMI) and manage the distribution of this to the appropriate students.
- Take responsibility for IAG and monitoring of specific groups of students (e.g. SEN, EHCP etc.) from Key Stage 3 where required.
- Provide administrative support for the Activity Week Careers Programme and the Y11 Work Experience Programme.
- Update Careers displays and help maintain a Careers Department presence around the whole School site.
- If applicable, collaborate on the Oxbridge and Medics Programmes at the School, in partnership with the Head of Oxbridge and Director of Sixth Form.



# SURBITON

HIGH SCHOOL

## ***Focus on Key Stage 3 provision***

- Collaborate with the Director of Careers, the Careers department, the PSHE lead and Heads of Year to provide a robust Key Stage 3 Careers Programme, helping to deliver sessions where appropriate. This will include working with the United Learning requirements for Key stage 3 (Years 7-9) and ensuring pupils meet a range of employers and FE and HE providers or speakers.

## ***General***

- Carry out any such duties as may be reasonably requested.



SURBITON

HIGH SCHOOL

## Person Specification

**The successful candidate will be likely to have the following experience and personal qualities:**

- An undergraduate degree would be an advantage, but not essential
- Experience in organising work experience programmes or career guidance is desirable.
- Qualifications in Career Guidance (e.g., QCG, PGDip, NVQ Level 4, DipCG) are preferred or a willingness to complete appropriate training where relevant.
- Strong organisational, administrative, and communication skills.
- A warm and friendly demeanour coupled with an ability to work independently and as part of a team.
- Excellent IT skills, particularly in Microsoft Office Suite.
- A passion for supporting students and helping them achieve their goals.
- A team player with leadership qualities
- Committed to professional development and show a willingness to undertake appropriate training for this role



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:** **Midnight, Wednesday 10 June 2026**  
**Interviews to be held week commencing:** **15 June 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice (rated 'excellent in all areas' by ISI 2023).

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



# SURBITON

HIGH SCHOOL

## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*