



Candidate Information Pack

Careers & Employability Coordinator

June 2026

 PARK HIGH SCHOOL


All visitors & deliveries
must report to reception.
Thank you.
Main Entrance →
Site Supervisor at: 43 Thistlecroft Gdns.

Appointment for September 2026

Term Time Only plus Two Weeks

Outer London Pay Scale, H8 £36,940 - £38,667

For further details and an application form, [click here](#).

An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

If you are interested in learning more about the school and the role, we invite to contact us to book a time to visit.

Thank you for your interest in working at Park High School.

Park High is a fantastic place to work and develop professionally. As a school of character and opportunity, where visitors recognise its caring and harmonious ethos, and we work together to provide our students with the best opportunities.

We are seeking to appoint a colleague who shares our passion for leaving and commitment to creating a positive impact in our community. We would love you to come and join us.

If you are a dedicated and enthusiastic professional looking to work in an environment where collaboration and growth are valued, we look forward to receiving your application.

Introduction

We are looking for an enthusiastic Careers & Employability Coordinator who wants to join a thriving team.

Park High School is an 11-18 mixed multi-ethnic comprehensive school of almost 1,500 students, situated in the London Borough of Harrow. There are very high achievement levels and excellent facilities. In 2024, Ofsted rated the school as Good in all areas.

We can offer:

- An exciting working environment where innovation, teamwork and engagement are at the core of all we do.
- An award-winning, vibrant school that continues to achieve extremely high standards, both in Harrow and beyond.
- A genuine and active pursuit of well-being for all members of our community.
- A supportive, enthusiastic and inspiring team within which to grow and develop.
- Excellent opportunities for professional growth and career progression.



Careers & Employability Coordinator Job Description

This job description is not intended to be an exhaustive definition of the post. It may be reviewed periodically and may be subject to amendment, following consultation, to reflect the changing needs of the school.

Location: Park High School, Stanmore

Responsible to: Member of the Senior Leadership Team (SLT Link)

Job Role:

- To lead and continuously improve a high-quality Careers, Employability, Work Experience and Enterprise programme across Years 7–13.
- To comply with and fulfil the effective delivery of all elements of the Gatsby Benchmarks.
- To ensure students have access to impartial, accurate and timely CEIAG and meaningful employer encounters that support informed decision making at key transition points.
- To plan, deliver and evaluate work related learning, work experience and enterprise opportunities that strengthen employability, life skills and progression outcomes.
- To support whole school priorities, statutory responsibilities and positive student destinations into further education, higher education, apprenticeships or employment.



Key Responsibilities:

Strategic Leadership and Quality Assurance

- Produce, implement and review the Careers Development Plan.
- Provide regular impact reports to SLT and governors as required.
- Review and develop strategies to maintain high standards of CEIAG provision across all key stages.
- Lead on quality assurance and accreditation, including Quality in Careers Award or an equivalent framework.
- Manage statutory destination tracking for Year 11 and Year 13 students, ensuring accurate reporting and implementing strategies to minimise NEETs and maximise progression into education, employment, or training.
- Develop and maintain an effective alumni network and oversee relevant external projects.
- To manage the careers and work experience budget as appropriate.

Career Education, Information, Advice and Guidance (CEIAG)

- Provide or coordinate impartial advice and guidance at key transition points (12+, 16+ and 18+).
- Ensure students have access to 1:1 guidance interviews and targeted support where required.
- Prioritise the needs of students with SEND and those who are vulnerable.
- Attend annual reviews of all EHCP students.
- Ensure external, independent advisors have full up-to-date EHCP information before meeting relevant students.
- Liaise with the SENDCO to ensure a coordinated approach to CEIAG for SEND students.
- Work closely with Heads of Year, tutors, the Sixth Form team and other relevant staff to support progression planning.
- Support Year 12 students with UCAS applications, including personal statement guidance.

- Promote apprenticeships, traineeships, FE, HE and employment pathways through talks, events and targeted guidance.
- Attend Parents' evenings and Preferences Evening to offer advice for students and parents.
- Offer drop-in sessions for students who require additional careers guidance and provide accessible support to parents/carers.
- Maintain high quality, up to date careers information on the school website and other communication channels.

Work Experience and Enterprise

- Preparing for and fulfilling the demands of the Modern Work Experience Guarantee
- Create and coordinate opportunities across the school that develop enterprise, employability and essential life skills.
- Lead the planning, preparation, delivery and evaluation of Year 10 and 12 work experience, including preparation for students and liaison with staff.
- Lead and line manage the Work Experience Administrator.
- Establish and maintain strong partnerships with local employers, businesses and placement providers.
- Ensure safeguarding, health and safety and risk assessment procedures are completed appropriately for all placements.
- Develop alternative or virtual work experience opportunities where students are unable to access in person placements.
- Support hard-to-place students in securing suitable opportunities.
- Facilitate employer engagement activities, including careers fairs, workplace encounters, mock interview events for years 10 and 12, workshops and industry talks.

Curriculum, Staff Development and Student Progression

- Work with the Head of PSHCEe and other curriculum leaders to embed careers education within the curriculum.
- Develop schemes of work, action plans and resources linked to recognised careers frameworks and intended learning outcomes.
- Support Form tutors and teaching staff through CEIAG training, guidance and practical resources.
- Provide subject staff with resources that strengthen links between curriculum areas and future pathways.
- Complete references for post 16 applications.
- Promote the Park High Portfolio, or equivalent whole school record of achievement, across Years 7–13.



Partnerships and External Engagement

- Maintain effective working relationships with FE and HE institutions, training providers, employers and relevant external agencies.
- Work collaboratively with the school's independent careers adviser/provider to ensure cohesive and integrated provision.
- Lead or contribute to key events such as careers fairs, employer talks, mock interview events, open days, taster days, conferences and progression events.
- Attend relevant meetings, training and professional development to remain current with careers policy, labour market information and best practice.

Safeguarding, Compliance and Professional Responsibilities

- Maintain a keen awareness of safeguarding responsibilities and comply fully with the school's safeguarding and safer practice policies.
- Comply with the school's health and safety policy and undertake risk assessments where appropriate.
- Play a full part in the life of the school community and actively promote school policies, ethos and procedures.
- Take responsibility for continuing professional development and maintain accurate records and systems as required.

Person Specification

We will be looking for the following:

Essential

- Educated to degree level.
- Level 4 Careers Guidance qualification or willingness to work towards Level 6.
- Experience of working in the education sector.
- Strong project management and event organisation skills.
- A commitment to working in partnership with all school staff to meet the needs of all students.
- Experience of building relationships with employers, external agencies and a wide range of stakeholders.
- Knowledge of progression routes, qualifications and providers for students from Years 7–13.
- Excellent communication, interpersonal, organisation and presentation skills.
- Ability to work independently, use initiative and contribute effectively as part of a team.
- Good digital literacy, including Microsoft Excel, PowerPoint and Word.

Desirable

- Level 6 or 7 Careers Guidance qualification.
- Experience of conducting work experience health and safety visits.
- Experience of using school information systems such as Arbor.

“Relationships between staff and students feel respectful and supportive, creating a culture where students feel safe and motivated to succeed.”

Challenge Partners 2026



History of our School

Park High is an 11-18 mixed multi-ethnic comprehensive school of almost 1500 students, situated in the London Borough of Harrow. There are very high achievement levels and excellent facilities.

Park High School opened 29th August 1939. Originally as two schools Chandos Girls School and Chandos Boys School. Both Schools closed shortly after, as on 3rd September 1939 Prime Minister Chamberlain declared war on Germany, and it was announced: "all schools should be closed until further notice."

On 23rd October 1939 the school was operational once more. On the reopening of the school student numbers were limited until adequate protection could be provided. The Anderson shelters which were built now reside under the 'grassy knoll' beside the English block; these were concrete shelters five or six steps below ground level, each shelter holding two classes and two teachers. As raids became more frequent, more lessons were delivered by the teachers in the shelters, using the back of the toilet doors as a blackboard.

Chandos Girls School and Chandos Boys School continued to co-exist and provide education until 1974 when they were amalgamated and became Park High School.

In 2007 we welcomed our first sixth formers in a Harrow schools' response to the movement of post 16 young people out of Harrow.

In 2010, our first cohort of Year 7 students arrived, as Harrow joined other boroughs nationally in removing middle schools from the system.

In August 2011 Park High converted to an Academy status.

We have partnered with Challenge Partners, a national network of schools and trusts committed to reducing educational inequality. In particular, we work closely with the Chrysalis Hub, who provide us with training and bespoke programmes to support whole school improvement.-school improvement.

We have been awarded three prestigious Areas of Excellence in SEND, CEIAG, and CPD, and were judged to be Leading in all areas in our most recent Quality Assurance Review. These accolades highlight our dedication to providing an inclusive, aspirational, and forward thinking education for every student.-thinking education for every student.

Our latest Ofsted inspection 2024 found us to be 'GOOD' in all areas.

Values and Ethos

Our Vision

To inspire young people to be confident and successful learners who contribute positively to society as responsible citizens.

Quality of Education

Exceptional teaching and learning, where each teacher and learner bring the best version of themselves to the learning journey.

Behaviour and Attitudes

Exceptional behaviour as a member of our community and as learners in our classrooms, our School Code and Character Virtues are the lived experience in classrooms and corridors.

Our Ethos

Investing in each other to be the very best we can be.

Our Character Virtues

Resilience: *The ability to recover quickly from struggles and setbacks.*

Integrity: *The ability of having and following strong moral principles.*

Curiosity: *The ability to be eager to know or to learn something new.*

Teamwork: *The ability to work with others effectively and efficiently.*

Compassion: *The ability to show care and concern for others.*

We use these terms as part of our daily language and encourage their use in classrooms by using the praise points system. These Character Virtues underpin everything we do at the school and are seen across all areas of the Academy.



“Pupils, and students in the sixth form, at Park High are welcoming and polite to visitors. They show respect to the adults who work with them and consideration towards each other. They understand and embody the school’s ‘character virtues’ of curiosity, integrity, resilience, teamwork and compassion. They are helped to be the best version of themselves and expected to achieve well, which most do.”

Ofsted 2024

Investing in each other to be the very best we can be.



Staff Benefits

At Park High School, we recognise that our employees are our greatest asset, and we take pride in offering a comprehensive range of benefits designed to support your wellbeing, professional development and work-life balance:

- Generous Pension Scheme with an employer contribution.
- Complementary health services including access to a private virtual GP, online CBT and private physiotherapy services
- 24/7 Employee Assistance Programme – emotional, financial support by a team of qualified professionals, trained counsellor who can help you with a diverse range of problems, including bereavement, separation/divorce, mental health troubles and more.
- Eyecare vouchers for a free eye test and contribution towards glasses for display screen equipment users.
- Paid lunchtime duties with a free lunch
- Comprehensive CPD programme tailored to individual professional needs.
- Own laptop for all relevant staff.
- Collaboration with local high schools
- Free flu vaccinations
- Cycle to work scheme.
- Free Coffee and Tea for all staff
- Electric Vehicle Scheme

Staff Development

Park High School recognises that its staff are our greatest resource and so we invest time and effort into everyone's professional development. Professional development underpins all our work.

Staff development is highly regarded, and we have strong partnerships with universities and other professional institutions and we actively support our staff in pursuing Master's and other higher qualifications.

Equal Opportunity

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

Park High School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are required to conduct online searches for shortlisted candidates in accordance with the Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. We are an Equal Opportunities employer.

Safeguarding

The school is committed towards safeguarding and promoting the welfare of all pupils and young people under the age of 18. This commitment includes:

- preventing maltreatment and/or abuse
- preventing their health or development being detrimentally impacted
- providing safe and effective care in School
- taking positive action to enable each pupil to succeed.

We recognise that the treatment of a pupil during their learning years can have a significant impact on their future. Every member of the school, from governors to support staff, has a role to play in providing pupils with the best possible grounding for their personal and educational development.

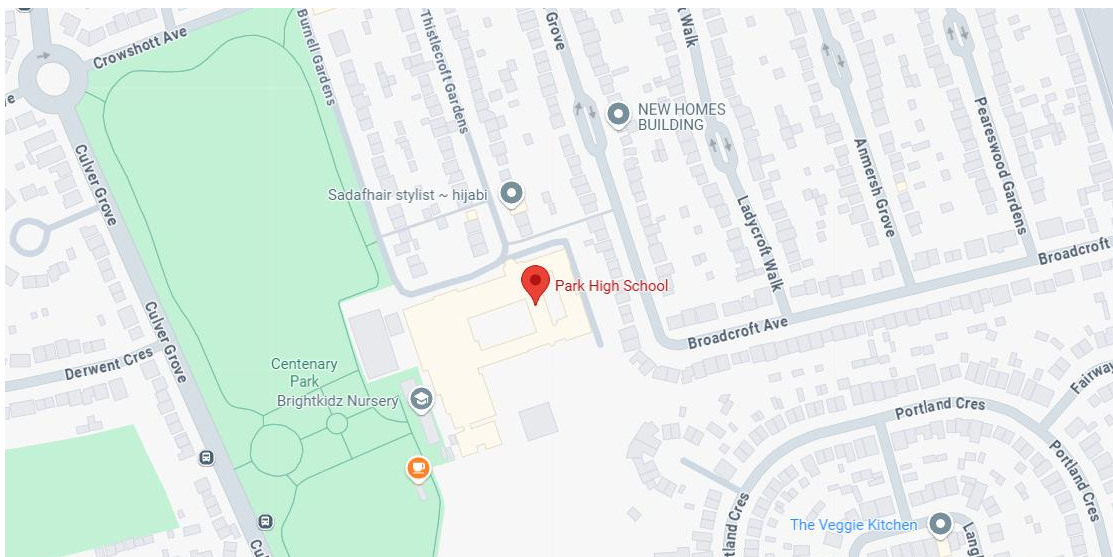
We are committed towards implementing a high standard of behaviour and conduct within our school. This policy applies to every member of staff working or volunteering within the school.

The school is committed to safeguarding and promoting the welfare of children and young people, and the successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service check.

"Pupils are kept safe. They can identify trusted adults and know who to go to for help if they need it."

Ofsted 2024

Getting Here



By Car

There is no visitor parking on site. You can park on the surrounding roads but please be mindful of our neighbours. We operate a one-way system so please approach the school via Burnell Gardens and exit via Thistlecroft Gardens.

Please note Harrow Council have introduced ANPR cameras at the beginning of Burnell Gardens and Thistlecroft Gardens, the restrictions are in place from 8.15am to 9.15am and 2.30pm to 3.30pm.

By Tube

Canons Park on the Jubilee Line is the nearest tube station with a 20-minute walk to the school (or take the No. 79 bus towards Alperton).

By Bus

79 bus to Honeypot Lane (Wigton Gardens)
324 bus (Hail & Ride) to Culver Grove
114 bus to Streatfield Road (Kenmore Road)
186 bus to Wemborough Road (Abercorn Road)
All followed by a 5-minute walk.

Headteacher: Mrs Colette O'Dwyer

Park High School

Thistlecroft Gardens, Stanmore, Middlesex HA7 1PL

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Instagram: [@parkhigh.school](https://www.instagram.com/parkhigh.school)

Facebook: [@ParkHighStanmoreOfficial](https://www.facebook.com/ParkHighStanmoreOfficial)

Linkedin: [Park High School](https://www.linkedin.com/company/Park-High-School)

