

# WELCOME TO STRATTON SCHOOL



## Stratton School Careers Co-ordinator Recruitment Pack





## Content

<u>About Stratton School</u>	3
<u>A brief history of our Trust</u>	4
<u>Our Vision, Mission and Values</u>	5
<u>Why work for us</u>	6
<u>How to apply</u>	6
<u>Job description and Person Specification</u>	7



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all





### About Stratton School

**Principal: Sam Farmer**



My journey to Stratton has taken me to many exciting schools and differing roles over my 20 years in education. I am an English teacher at heart but have also enjoyed opportunities to teach a variety of subjects over the years.

I challenge every child at Stratton to be the best they can be, and we promote a 'can do' culture in which everyone is encouraged to strive for excellence. We work in partnership with parents and carers to uphold the traditional values of respect and tolerance, resulting in harmony within our community, where the contribution of every individual is valued.

Stratton School is proud to be at the heart of its community and we have a long history of supporting our students in achieving their goals. We are committed to nurturing the abilities of every student in order to equip them with the qualifications and personal skills they need to become confident, independent adults and successful citizens of tomorrow.

At Stratton, we set the highest expectations in terms of learning and behaviour, and follow a broadly academic curriculum that includes English, mathematics, science, humanities and languages supplemented with strong provision in the arts and technology. Most students join our thriving Sixth Form, with many progressing to university. However, recognising that some individuals' abilities lie in other areas, we provide a wealth of opportunities and courses that allow every student to develop and showcase his or her unique talents.

We will be doing our utmost to ensure every student enjoys ideal conditions for learning. That process starts with the creation and maintenance of a calm and orderly environment where students feel safe and secure. At Stratton School, our identity is built on a foundation of academic excellence, creativity, and a strong sense of community. We value diversity and strive to create a welcoming and inclusive environment where every student can thrive and reach their full potential.



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all



## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 35 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all



## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Extending the Boundaries of Learning

Set ambitious goals and model what success looks like. Eager to improve.



Pursuit of Excellence

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all



## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 35 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

## How to apply

To apply please complete the online form on MyNewTerm . Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date: 05.01.2026**

**Interviews: w/c 12.01.2026**

### Applying:

For any questions about the application process please contact:

**Email:** HRRequest@stratton.school

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*





## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Careers Coordinator
JD Reference:	STD ED 12
School/Academy:	Stratton School
Weeks:	39 weeks
Hours of work:	30 Hours
Salary:	Grade 6
Responsible to:	Assistant Principal

Role:	To raise aspirations, challenges stereotypes and encourage students to consider a wide range of careers
Purpose of the job:	Support the development of an outstanding provision for Careers Education, Information, Advice and Guidance (CEIAG) and employer engagement opportunities. Raise aspiration within our school community and play a pivotal role in helping the school achieve the career mark accreditation

### Responsibilities and Accountabilities:

- Coordinate the delivery of the careers programme with all key stakeholders, both internal and external
- Liaise with external bodies such as the Skills Service to obtain funding and resources
- Develop and maintain the Alumni programme
- Liaise with local employers to bring new opportunities for business involvement within the curriculum for all age groups, including organising and running trips out of school to take advantage of these opportunities
- Build and maintain a database of contacts with a range of individuals and employers willing to share information about their careers
- Regularly evaluate provision through student/parent voice
- Support the delivery of assemblies and make inputs to lessons where appropriate
- Ensure that students are assisted to draw up their action plans for employment, education, and training
- Ensure that students and parents have opportunities to meet with relevant advisors to consider career options and relevant pathways, as required
- Ensure that mock interviews with students are arranged before external appointments either in house or by external agencies as appropriate







- Be available to advise parents on options evenings and parents' meetings as well as answer telephone enquiries
- Raise student aspiration by providing careers information through a dedicated careers base and displays (public information screens) placed throughout the school
- Help maintain good order and discipline among the students and safeguard their health and safety, both on school premises and any authorised trip. Promote the welfare of all children and young people

### **Across the Key Stages:**

- Carry out career interviews with year 11 and year 13 students. Maintain database of meetings and disseminate data to SLT as required
- Liaise with other schools and colleges, as necessary. Develop relationships with and liaise with external agencies, e.g., Skills Service, local and regional business contacts, and others, as appropriate
- Coordinate year 11 mock interviews
- Build a detailed destination database of all leavers in years 11,12,13
- Keep abreast of the latest developments in Careers and Careers Education
- Attend regional and national training/networking/events and disseminate to key staff

### **Key Stage 3**

- Support year 8 options process as required
- Coordinate careers education lessons in conjunction with PSHE manager and delivery staff

### **Work Experience**

- Coordinate the year 10 and year 12 work experience programme
- Liaise with external partners and enterprises regarding work experience
- Communicate with Parents, Students, Staff, and other Stakeholders about work experience
- Maintain records of safeguarding checks and placements

### **UCAS Co-Ordination: The Post-18 application process**

- Liaison with the head of post 16 and support staff
- Attend Post 18 Options Evening
- Support the post 16 teams with the UCAS process to include Oxbridge, Medical and other subject specific student engagement
- Publicity of post-18 and other opportunities – displays, posters, emails etc
- Organise and attend university visits where required







## **Keeping careers guidance relevant to the local cohort and up to date**

- Attend regional and national training/networking events and disseminate to key staff
- Keep up to date with external guidance and regulation relating to careers advice and guidance
- Use local labour market information to ensure careers guidance is relevant to the Academy's current cohorts

## **Support for School/Academy/Place of work:**

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures
- Contribute to wider school developments

## **Data security:**

- Follow the legal provisions regulating confidentiality and security of data and information per GDPR
- Liaise with the website development team to keep the CEIAG section of the school website relevant and up to date

## **Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

## **Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal and professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which can contribute to the improvements in the daily running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping





- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

### **Child Protection and Safeguarding**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment***

***All staff will be subject to an enhanced check with the Disclosure & Barring Service***

**Updated: January 2022**





### Person Specification: Careers Coordinator and Advisor

Assessment Key:  
A = Application Form  
I = Interview

Education and Qualification		Essential	Desirable	Assessment
1	English and Maths GCSE at grades A* - C (9-4) or equivalent	✓		A
2	Level 6 Diploma in Career Guidance and Development or be prepared to work towards it		✓	
Experience		Essential	Desirable	Assessment
3	Experience in working with children and young adults in an educational setting	✓		A/I
4	Experience in working with business professionals in a school environment	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	Understanding of the education system	✓		A/I
6	A sound grasp of the concept of inclusive practice	✓		I
7	Knowledge of the concept of confidentiality	✓		I
8	Awareness of child protection issues	✓		I
9	Understanding of the National requirements for CEIAG in Schools	✓		A/I
Skills and abilities		Essential	Desirable	Assessment
10	Skilled at making and sustaining positive relationships with children	✓		I
11	Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure	✓		I
12	Excellent written and oral communication skills	✓		I





13	Ability to contribute to team meetings and contribute ideas	✓		I
14	Ability to make effective and creative judgements based on interpreting varied and complex information and/or situations to produce long term strategies and solutions to support the assessed needs of individuals		✓	I
15	Use computer systems accurately for word processing and to record information and generate reports		✓	I
16	Effective communication via telephone or on an inter-personal level to obtain/give information in a courteous way	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
17	Willingness to undergo further training and development	✓		I
18	Positive and enthusiastic approach toward work	✓		I
19	Ability to act on own initiative	✓		I
20	Kindness and empathy towards students and colleagues	✓		I
21	Ability to work as part of a team effectively	✓		I
22	To communicate effectively with all staff, students, parents/carers, and external agencies	✓		I
23	Be smart in appearance, to promote the image of the academy effectively	✓		I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
24	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
25	The flexibility of working hours	✓		A/I





