



Alderbrook School
& Sixth Form
AMBITION | BRAVERY | KINDNESS

Alderbrook School Recruitment Information Pack





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Careers Coordinator

25 to 30 hours by discussion, Term-time plus Insets (39 Weeks)
Band E (£39,481 - £45,529 pro rata)
Starting salary £22,868 - £27,442 (depending on hours)

We are looking to appoint an enthusiastic and motivated Careers Co-ordinator to join the staff of this successful, innovative and high-performing 11-18 school.

Applicants will need to have an appropriate and relevant qualification in Careers Advice eg. DCG, NVQ level 5/6 in CEG, QCG and experience in careers education and guidance.

The successful candidate will also require excellent communication skills and the ability to work under pressure and as part of a team.

The contracted hours of 25 to 30 hours are to be agreed with the successful candidate and are to be worked over 4 or 5 days.

For further details or to arrange a telephone call with us to have an informal chat please contact Mrs Anna Whittington on the contact details below.

Tel: 0121 704 2146

E-mail: vacancy@alderbrook.solihull.sch.uk

Closing date: 9.00am Monday 21st September 2026

The School is committed to the safeguarding and welfare of young people. Pre-employment checks will be carried out in line with the Department for Education's Keeping Children Safe in Education Statutory Guidance.

Key Information Sheet

Application process

Applicants must apply by no later than 9am on the closing date of **9.00am Monday 21st September 2026**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role and shortlisted applicants will be invited to interview. There may be a further shortlisting process on the interview day itself. Any job offer is subject to successful references, medical clearance and an enhanced DBS check.

Online check

In line with the Department for Education's Keeping Children Safe in Education 2025, an online search will be undertaken for applicants shortlisted for interview. This search will be carried out on publicly available online information and will not include social media searches. If any information is found it will be shared with the interviewee on the day of interview.

Pay

The salary range for the post is detailed on the job advert.

Alderbrook is committed to the principle of equal employment opportunity and as such we ensure that all applications are treated appropriately and fairly with decisions never made based on gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, national or ethnic origin, religion or belief, disability or age.

Job Description

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Careers Coordinator
Salary Band	Band E
Hours	25 - 30 hours per week, Term Time plus Inset days (39 weeks)
Responsible to	Assistant Headteacher

Main Duties and Responsibilities

To be the **named person for careers and all careers related events.**

CAREERS

- Arrange and deliver careers guidance appointments for students.
- Assist students in drawing up action plans for education and training and support them to achieve these goals.
- Provide additional support to young people identified as at risk of becoming NEET, with application and mock interview support.
- Liaising with the SENDCo in supporting the transition of vulnerable students and those with learning difficulties.
- Ensure the school's provision meets in full the best practice Gatsby Benchmarks.
- Support students in Year 10 and 12 sourcing work experience placements.
- Lead on a range of internal experiences for students (and parents/ carers) such as apprenticeship workshops, business networking events, career pathway evenings, assemblies, Life Ready Days
- Develop and maintain links with business and community partners. Disseminate relevant careers opportunities to relevant staff, students, parents and carers.
- Develop and maintain links with local and national Universities.
- Liaise with Curriculum Leaders regarding work related learning across the school and embedding careers within the curriculum.
- Attend LA (SMBC) Careers Hub meetings and action any required agenda items on behalf of the school.
- Work with other local schools that Alderbrook partners with as needed.
- Maintain tracking, monitoring and reporting of destination data to the LA (SMBC) for both Post 16 and Post 18.
- Attend on GCSE and A level results days to support students.
- Presenting information at Open Evenings, Parents Evenings and other events when required.
- Remain up-to-date with current developments within careers education, information, advice and guidance (CEIAG) and use this to inform collaborative school planning.
- Assisting with the running and administration of the Life Ready Programme and Life Ready Days.

ADMINISTRATION

- Keep detailed records of events held, measuring outcomes and impact
- Keep records of individual student participation on the Unifrog platform
- Utilise the Careers & Enterprise Company online tools e.g.: Compass+ and Unifrog Software
- Complete relevant work experience/trip paperwork as necessary
- Liaise with the finance team regarding any funding requirements
- Provide regular reports of students accessing careers related provisions.

In General

- Working collaboratively and co-operatively with all other colleagues
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post
- To contribute to the overall ethos, work and aims of the school
- To participate in the school's performance review process
- To adhere to the school's policies and procedures

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time

Signed: _____ **Tom Beveridge – Headteacher**

Signed: _____ **Careers Coordinator**

Date: _____

Person Specification

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Careers Coordinator	
Salary Band	Band E	
Hours	25 – 30 hours per week, Term Time plus Inset days (39 weeks)	
Responsible to	Assistant Headteacher	
	Essential Criteria	Desirable Criteria
Education & Qualifications	Appropriate and relevant qualification in Careers Advice eg. DCG, NVQ level 5/6 in CEG, QCG. Minimum of Level 4 (Grade C) in English and Maths GCSE (or equivalent)	Minimum 5 GCSE passes (level 4 or above).
Experience & Knowledge	Experience of working in Careers Education and Guidance. Experience of managing one's own time in a work placement. Understand the role of a School Careers Advisor. Detailed knowledge of the statutory requirements and the Gatsby Benchmarks.	Experience of dealing with both young people and adults. Experience of working in a school or college environment. Experience of working with a school information management system. Up to date knowledge of labour market information. Experience of organising large events with an eye for detail. Experience of organising school trips to workplaces and / or other careers fairs
Skills & Abilities	A passion for maximising the career opportunities for every individual pupil. An effective and confident communicator, having a good command of English, both spoken and written, appropriate to a variety of audiences. Ability to work as a team and on one's own. Ability to communicate the School's values and a desire to promote image of the School.	Conversant with relevant educational issues and developments within the specific field but also in more general areas. Be involved in the extra-curricular life of the school.

Skills & Abilities continued ...	Ability to work in new and challenging situations.	
	Ability to use Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint, software relevant to Careers.	
	Be able to advise and motivate very able students as well as those of more modest potential.	
	A commitment to safeguarding and promoting the welfare of children.	
	An awareness of the importance of confidentiality and data protection.	
	To display the highest levels of integrity and complete trustworthiness and discretion.	
	Be a problem solver, and to be able to reflect upon one's own practice.	
	Be highly organised with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.	
	A commitment to continuing professional development.	
	A commitment to target setting and the monitoring of such progress towards such targets.	
	A commitment to development planning and development of effective monitoring and evaluating strategies.	
	Flexible, versatile and self-motivated.	
	Confident and authoritative.	

Other Requirements	Candidate will be appointed subject to an enhanced DBS check
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Compiled/ Reviewed by	Mr Tim Stent
Date	September 2026

About our School

Alderbrook is a thriving, successful and welcoming community demonstrating a common purpose – to ensure the very best for all of our students. The name is often abbreviated to ‘ABK’, and this affectionate nickname also demonstrates our school core values of Ambition, Bravery and Kindness. These three words really do exemplify what our school is all about, as all members of our community – students, staff, parents and trustees – embody these values. Our aim is to be ambitious, brave and kind in everything that we do, and we are proud to be a truly comprehensive school providing an education of a high quality for all our students.

We are committed to enabling all our young people to develop into happy, well prepared and confident adults, secure in the knowledge of the role they can play in their own development. We offer an extensive range of opportunities to stimulate and enhance the growth of our students into mature and responsible adults with a sense of purpose. At Alderbrook, we exist so that every student can achieve, belong and thrive – at school and beyond.

In the last Ofsted inspection in April 2023, the inspectors reported that *“Alderbrook school leaders and pupils share the same high aspirations”,* and that *“Pupils’ well-being is at the forefront of leaders’ vision, including pupils’ mental health”*.

We deliver a broad and challenging curriculum to enable students to gain a deep knowledge and understanding of the world around them. We are proud of our inclusive approach, which is informed by the principle that a stimulating and personalised education is an entitlement for every child. This is consistently reflected in our examination results which, year-on-year, are above national averages at GCSE and A Level and place us as one of the highest performing schools in the Borough.

However, Alderbrook is about so much more than academic success. We are passionate about our students becoming well-rounded young people who are prepared for life beyond school. We are incredibly proud of our comprehensive enrichment programme and recognise the importance of sport and creativity.

We couldn’t achieve any of this without our wonderful staff, so their happiness and well-being is essential. We have a well-established Staff Wellbeing Group, led by a senior member of staff, and we offer staff a number of different options and services to support their wellbeing. Furthermore, our Talent Management Framework supports the professional development of staff in all roles in school. Later in this pack you can read what our staff say about what it’s like to work here at Alderbrook.



What our staff say about working at Alderbrook ...

"Alderbrook is an amazing place to work because of the staff that work here! It feels like my second home where everyone supports each other. I love that Alderbrook puts its heart and soul into every single student; their growth & resilience, encouraging individuality and success. Staff welfare and camaraderie is also a core value of all staff and that's why I don't want to work anywhere else." Sally, Support Staff

"Alderbrook continues to be a place with a genuine heart and soul! The sense of camaraderie and support is incredible. As a professional, one can grow and develop here, with plenty of opportunities to try new things and take on new challenges. Most importantly, it's amazing to see how much our students appreciate the hard work that goes into teaching them, it's a real privilege to see them thrive and know that I have played a part in that." Raluca, Teaching Staff

"I thoroughly enjoy working at Alderbrook, because it is truly like a family. Every staff member is thoughtful and supportive throughout the whole school. The staff events are a great chance to get to know everyone and there are multiple throughout the year! I truly can't imagine myself working elsewhere because once you join, you are truly part of the Alderbrook family." Amber, Teaching Staff

"Alderbrook is an amazing place and I feel it is an incredible privilege to work here. What makes this school so special are the people- the staff and the students." Stu, Support Staff

"I am proud to have spent my entire teaching career at this school. Despite so many changes over time, we have always remained quintessentially Alderbrook because teachers have always been supported to teach in whatever way is stylistically suited to them. We are uniquely defined by an inordinate amount of personal investment and loyalty on the part of staff and a ceaseless commitment to building the strongest possible relationships with the young people we teach and care about dearly. Alderbrook remains a wonderful place to spend my working days." Richard, Teaching Staff

"I love working at Alderbrook because everyone is genuinely friendly and I can teach my subject properly as students want to learn. Alderbrook gives me a great sense of job satisfaction as I have been given professional development opportunities that I have never had anywhere else" Vanessa, Teaching Staff

"I'm proud to work at Alderbrook and be part of the Alderbrook school community. At Alderbrook, staff wellbeing is a priority and is at the heart of everything. All staff have access to regular training, comprehensive professional support and hybrid/flexible working initiatives which support and promote work life balance. I feel valued and empowered to thrive and succeed professionally whilst being supported by colleagues that care, making Alderbrook a great place to work." Claire, Support Staff

"I've been at Alderbrook for over twenty years because this is a school that truly invests in its people. At every stage of my career, I've been supported, challenged and encouraged to grow. Our leaders spot potential and help you realise it. Our ECT community is exceptional, and the opportunities to refine your craft are endless. It's the kind of place you join...and want to stay for the next twenty years!" Sita, Teaching Staff

"I like working at ABK because you are immediately welcomed into the school community and are part of a team that works extremely hard for all its pupils and its staff. You help, support and laugh with each other." Margaret, Support Staff

"Alderbrook restored my love for teaching. Staff and students are so proud to be part of the Alderbrook community, we have such a strong identity, and it really feels like being part of a big family. At Alderbrook you are really looked after and cared for." Megan, Teaching Staff

Our Commitment

1

Relationships are positive and transformational

2

A culture of wellbeing and development for all

3

A broad and ambitious curriculum for all students

4

Students, and particularly our most vulnerable, are at the heart of all we do

5

We work in collaboration with many schools serving one community

6

We work to eliminate discrimination and ensure equality of opportunity

Our shared vision is underpinned by a commitment to our values of ambition, bravery and kindness.

Ambition	Bravery	Kindness
- We hold ourselves, colleagues, and students to the highest expectations. - We deliver lessons that enable every student to succeed, never giving up on anyone. - We show ambition through professionalism, high standards, and commitment to growth. - We learn continuously, support one another, and engage fully in school life. - We act with reliability, positivity, and a shared belief that together we achieve more.	- We take responsibility to become better, every day. - We act with honesty, integrity, and courage, even when it's hard. - We embrace challenges, step beyond comfort zones, and inspire others to do the same. - We show resilience by learning from mistakes and encouraging others to take risks. - We welcome feedback, seek help when needed, and work together to overcome obstacles.	- We treat everyone with respect, empathy, and warmth. - We celebrate every success and recognise the value in every student and colleague. - We act kindly each day, knowing our behaviour sets the example for students. - We embrace diversity, show tolerance, and respect all cultures, backgrounds, and perspectives. - We support one another by sharing, checking in, and going above and beyond to meet needs.

