

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Careers Advisor

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Prep & Senior School
Closing Date for Applications	Friday 31 <sup>st</sup> July 2026
Interviews Week Commencing	W/C 10 <sup>th</sup> August 2026

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Careers Advisor at Framlingham College.

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18. The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil. Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint a committed and knowledgeable individual as a Careers Advisor at Framlingham College Senior School. You will work closely with pupils to understand their interests, skills, and goals, providing personalised guidance and resources to help them make informed decisions about their future. The ideal candidate will be passionate about helping pupils explore various career options, develop essential skills, and make successful transitions from school to the workforce or higher education.

A willingness to make a full contribution to life in this busy boarding school is essential. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits. The post attracts an hourly rate of £17.34 and is offered on a term time only basis (20 hours per week for 33 weeks of the year - £13,178). We are open to alternative flexible working arrangements, and this can be discussed at interview.

We welcome all applications, especially from independent thinkers, creative minds and inspirational teachers. We very much look forward to receiving your application.

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk).

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **[hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk)**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

**Reports To**  
Head of Year

**Hours/Weeks:**  
20 hours a week for 33 weeks of the year

**Location:**  
Framlingham College Senior School

## Job Description

### JOB PURPOSE

The post holder will work with pupils in Year 9 to 11. They will inspire, encourage and guide each individual to find the right pathway that suits their interests and passions as they consider their Sixth Form options. They will be knowledgeable in the options open to young people for their future and will help them to prepare for their post 16 plans.

### KEY RESPONSIBILITIES:

The postholder is responsible for the provision of a highly effective careers programme for pupils in Years 9-11.

- Lead and manage the Careers Education Programme in Years 9-11
- Be up to speed with the extensive opportunities available to pupils in Years 9-11 through the Unifrog platform.
- Advise pupils on work experience opportunities placements.
- Arrange individual careers interviews.
- Contribute to the tutorial programme in consultation with the Heads of Year.
- Ensure that the College resources and advice on Post GCSE pathways are fully up to date and accessible.
- Work with the Head of Careers in the organisation of Careers Fairs, presentations, Business Breakfasts, Industry Conventions and talks.
- Work with the Head of Academic Scholars to ensure opportunities are provided and signposted.
- Provide collective, and individual guidance to parents on Careers and next steps options for their child.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Qualified to A Level or equivalent	E
Level 6 qualification in Careers	D

## PROFESSIONAL COMPETENCIES AND SKILLS

A high level of IT Literacy	E
Working knowledge of Microsoft Office including Outlook	E
Relevant and recent INSET	E
Ability to work successfully with a staff, pupils and parents	E

## PROFESSIONAL EXPERIENCE

Experience of working with young people	E
Current knowledge of career and learning gateway/opportunities for young people	E
Experience of working in a school environment	D
Understanding of the societal pressures that young people experience	D

**PERSONAL ATTRIBUTES**

Empathy and strong interpersonal skills	E
Effective organisational skills	E
Ability to prioritise, plan, monitor and evaluate	E
Enthusiasm for being involved in the life of a busy boarding school	E
Collaborative and growth mindset	E

**SAFEGUARDING**

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 2 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

