

## THE ROLE

Reporting to the Head of Sixth Form, the Head of Careers will play a pivotal and highly visible role in championing the school's Teach to 25 Philosophy. This is an exciting opportunity to shape and lead a forward-thinking, ambitious careers programme that inspires pupils to explore possibilities, raise aspirations and make confident, informed decisions about their futures.

The successful candidate will design and deliver a dynamic, inclusive and future-focused careers provision, fully aligned with the Gatsby Benchmarks. They will empower pupils at every stage of their journey to understand the breadth of opportunities available to them and develop the skills, knowledge and confidence needed to thrive in an ever-changing world.

Working collaboratively across the school community and beyond, the Head of Careers will build meaningful partnerships with staff, parents, alumni and external organisations, ensuring that pupils benefit from rich, real-world experiences and exposure to diverse pathways. This role offers the chance to drive innovation, influence whole-school practice and play a key part in preparing young people for life beyond school.

The role is offered on a permanent basis from 1 September 2026. It is a part time, term time only position, for four days a week. Typical hours will be 08.30 -16.30 with a 30 minute unpaid lunch break (free staff lunch is provided). Some flexibility will be required when hosting/ attending evening events with time offered in lieu rather than paid overtime. The salary will be £45,000 FTE. Actual salary will be £28,487.53.



# RESPONSIBILITIES

The key responsibilities for this post are detailed below:

- Provide 1:1 careers advice and guidance to students, helping them to explore career options and make informed choices.
- Work closely with colleagues to develop and deliver bespoke career education programmes, tailored to the needs of students from Years 7 onwards.
- Work closely with the Head of Sixth Form and Head of Higher Education to ensure that the careers programme enables pupils to understand the range and requirements of different opportunities available post 18.
- Ensure that pupils are well supported in making key decisions about their futures by, for example:
  - Organising interests and aptitudes testing to help with making subject choices;
  - Holding careers events;
  - Publishing bulletins and other materials; and
  - Providing online resources.
- Undertake regular reporting, monitoring and evaluation of careers related activity against the Gatsby benchmarks, ensuring these are met and identifying areas for improvement or actions.
- Collaborate with teachers to integrate careers education into the broader curriculum.
- Ensure that teaching staff are kept well informed about career developments and options through bulletins, briefings and contributions to the CPD programme.
- Work with the Development and Alumni Manager to develop and sustain strong links with alumni and others associated with the school from all professions and walks of life.
- Work with the Head of Sixth Form to explore possibilities for developing a Work Experience programme.
- Contribute to the Sixth Form University Stretch programme.

# PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents, alumni and friends. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

## **QUALIFICATIONS AND EXPERIENCE**

- Recognised careers guidance qualification (e.g. Level 6 Careers Guidance) or substantial relevant experience delivering careers education in a secondary school or similar setting and a willingness to work towards this qualification
- **Experience of delivering careers education, guidance or employability learning to secondary-aged students.**
- Experience supporting students at key transition points (KS3-KS4, KS4-post-16).
- Evidence of continuing professional development, desirable but not essential.
- Experience working in education sector, desirable but not essential.

## **SKILLS AND KNOWLEDGE**

- Ability to plan and deliver engaging careers activities, workshops or guidance sessions tailored to individual needs.
- Secure understanding of the Gatsby Benchmarks and statutory careers guidance requirements.
- Knowledge of post-16 and post-18 pathways, including academic, vocational, technical and apprenticeship routes, including up to date knowledge and experience of UCAS and UK apprenticeship application processes
- Ability to build strong, professional relationships with students, parents/carers, staff and external partners.
- Experience working collaboratively with pastoral, SEND and senior leadership teams.
- Confidence liaising with employers, training providers, colleges and universities.
- Commitment to inclusion, safeguarding and equal access to opportunity for all students.

# PERSON SPECIFICATION (Continued...)

## **PERSONAL QUALITIES**

- Systematic, flexible approach to work.
- Resourceful and able to use own initiative.
- Team player – an ability to influence and work with others' knowledge and skills.
- Enthusiastic, hardworking and professional attitude.
- Willingness to undertake training.
- Keen to learn and commitment to service users and to self-development.

## **PHILOSOPHY AND ETHOS**

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

## **HEALTH AND SAFETY**

- Support Health and Safety training initiatives and to actively participate in them.