



St Aidan's Catholic Academy is  
part of Bishop Chadwick  
Catholic Education Trust



## Careers and Inclusion Officer

<b>Salary</b>	<b>Grade 6 – Scale Point 18-22. Actual Salary - £26,769.22 - £28,604.37. (Subject to Job Evaluation)</b>
<b>Start Date</b>	<b>01/09/2026</b>
<b>Contract</b>	<b>37 Hours per week – Term Time Plus 5 days (inc Inset Days)</b>
<b>Closing Date</b>	<b>6<sup>th</sup> July 2026 – 9am</b>
<b>Interview Date</b>	<b>10<sup>th</sup> July 2026</b>

Join Our Outstanding Team at St Aidan's Catholic Academy!

Following our recent Ofsted inspection in February 2025, St Aidan's has been graded Outstanding in all areas, including Quality of Education, Behaviour, Personal Development, and Leadership and Management.

St Aidan's is a thriving and happy school where pupils are extremely proud to be part of a highly ambitious and nurturing environment (Ofsted, 2025).

St Aidan's is a Catholic learning community for boys aged 11-18, in which all individuals are provided with the opportunity to flourish in a way that is rooted firmly in the values of the Gospel where each child can 'Celebrate life to the full'. Our ethos and practice is proudly rooted in these beliefs and in the core values: Hard Work, Trust and Fairness. From the moment a pupil arrives at St Aidan's Catholic Academy we expect them to live by these values.

Our values driven policies, clear vision and consistent routines demand and nurture a strong sense of moral purpose, personal responsibility, integrity, honesty and respect for others within our pupils. These qualities enable each of our young men to reach the top of their mountain, fulfilling their potential and having a choice of University or a high-quality career.

The Careers and Inclusion Officer will play a vital role in ensuring every pupil is fully prepared for their future. Working three days per week on our ambitious Careers Programme and Future Ready Programme, the postholder will provide impartial one-to-one guidance, deliver targeted careers activities, and help pupils build the knowledge, skills and confidence needed for their next steps.

For the remaining two days per week, the postholder will support our SEND and Inclusion Department, delivering high-quality administrative and organisational support. This includes maintaining accurate systems and records, coordinating statutory processes and meetings, and working closely with the SENDCO to ensure effective provision for pupils with additional needs.

This is a role for someone who is passionate about raising aspirations, highly organised, and committed to ensuring every pupil can thrive.

Applicants are welcome to have an informal discussion about the post with Mrs Emma Osmialowski and Mrs Claire Robinson and should email [payroll@staca.co.uk](mailto:payroll@staca.co.uk) to arrange this

Completed application forms should be submitted by email to [payroll@staca.co.uk](mailto:payroll@staca.co.uk) by 9am on 6<sup>th</sup> July 2026. Emailed application forms/packs are preferred, if you are unable to submit an electronic application, please contact the payroll email address to make arrangements. Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.



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*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.*

*An online search will be completed for all shortlisted candidates.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.*