Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Head of Careers

Required from 1st January 2027



Welcome From

Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.



Will Chuter
Headmaster

Job Description

Head of Careers

Required from 1st January 2027

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The Head of Careers provides strategic leadership and operational oversight for Careers Education, Information, Advice and Guidance (CEIAG) across the entire School, from Prep through to Upper Sixth. The role combines strategic leadership, compliance and programme development with the practical coordination and delivery required to ensure an outstanding careers programme.

The postholder has responsibility for the vision, quality assurance and statutory compliance of careers provision throughout the School. Working closely with pupils, parents, staff, employers, alumni and external partners, they will ensure that careers education is progressive, age-appropriate and fully integrated across the Prep and Senior School curriculum, pastoral structures and wider enrichment programme.

The Head of Careers will lead the development of a coherent careers journey from Prep to Sixth Form, ensuring that all pupils are equipped with the knowledge, experiences and guidance required to make informed decisions about their future pathways. The postholder will also lead the development of strategic employer partnerships, including the Three Shires business networking group resident at

the school once a month, strengthening links between education, higher education and employment whilst expanding opportunities for pupils to access work experience, professional networks and degree apprenticeship pathways.

Main Duties

1. Careers Strategy, Leadership and Compliance

- Develop, implement and regularly review a whole-school careers strategy encompassing Prep, Senior School and Sixth Form. Ensuring careers provision is appropriately tailored to pupils' developmental stages and educational needs.
- Hold overall responsibility for CEIAG provision and compliance, including the Gatsby Benchmarks and other statutory requirements, and collect and impact pupils voice to aid informed yearly improvements to the programme
- Lead preparation for inspection, reporting and external scrutiny relating to careers provision and maintain inspection-ready evidence and documentation at all times.
- Monitor programme impact through data analysis, evaluation and stakeholder feedback.
- Produce reports for senior leaders and governors as required.
- Identify opportunities for innovation and continuous improvement in careers provision.

2. Careers Curriculum and Programme Development

- Design, oversee and continuously develop the School's careers curriculum and tutorial programme from Prep to Upper Sixth.
- Provide strategic oversight of careers education within the Prep School, ensuring a coherent and progressive careers journey from Prep through to Sixth Form.
- Work with Prep leaders to develop and review careers-related learning using My Path and other appropriate resources.
- Ensure effective transition between Prep and Senior School careers provision, with clear progression in knowledge, skills and experiences.
- Lead careers education within PSHE and tutorial programmes and contribute to Sixth Form Citizenship as appropriate.
- Develop and deliver assemblies, workshops, webinars and enrichment activities as appropriate.
- Promote employer encounters, workplace experiences and careers learning opportunities across all age groups.
- Develop and oversee the effective use of Xello, or any successor careers platform, as a core component of the School's careers curriculum, ensuring that pupils engage in age-appropriate career exploration, skills development, pathway planning and reflection throughout their educational journey.
- Work with staff and tutors to embed the platform within careers education, tutorial programmes and individual guidance processes, ensuring it supports progression from Prep through to Sixth Form**.**
- Ensure careers education is embedded across academic, pastoral and co-curricular provision.

3. Individual Careers Guidance and Pathways

- Deliver one-to-one careers guidance interviews for:
    - Fifth Form pupils.
    - Senior School pupils as required, with priority given to examination year groups.
    - Enhanced Lower Sixth support in line with Gatsby Benchmark 8.
- Lead and develop the Degree Apprenticeship Academy.
- Provide guidance on:
    - Subject choices and qualifications.

    - University applications.
    - Apprenticeships and degree apprenticeships.
    - Alternative post-16 and post-18 pathways.
- Support pupils in developing career management skills and informed decision-making.
- Manage complex careers enquiries from pupils and parents.

4. Employer, Alumni and Partnership Engagement

- Develop and maintain strong relationships with employers, alumni, parents and external organisations.
- Work with the Director of Development to strengthen networking opportunities and strategic partnerships.
- Lead the development and delivery of the Kimbolton Connect initiative in partnership with apprenticeship training providers and the Cambridge Chamber of Commerce, creating a sustainable network of local and regional employers that supports the School's strategic vision for careers education.
- Use Three Shires and Kimbolton Connect to increase meaningful employer engagement opportunities for pupils, including work experience placements, employer encounters, mentoring, workplace visits, industry insight events and careers talks.
- Develop pathways through Three Shires and Kimbolton Connect that enhance awareness and uptake of apprenticeships and degree apprenticeships, connecting pupils with employers and higher education partners.
- Create opportunities for pupils to build professional networks and gain first-hand insight into employment sectors, career pathways and workplace expectations.
- Develop opportunities for:
    - Work Experience placements.
    - Employer encounters.
    - Industry insight events.
    - Mentoring programmes.
    - Workplace visits.
    - Internships and workplace exposure initiatives.
- Maintain effective employer databases.
- Coordinate employer speakers, networking events and careers panels.
- Promote meaningful encounters with employers across all year groups.
- Work collaboratively with colleagues across the School to ensure employer engagement supports curriculum learning, personal development and destination outcomes.

5. Events and Enrichment

- Lead the planning, organisation and delivery of careers-related events, including:
    - Careers Fairs.
    - Mock Interviews.
    - Speed Networking Events.
    - Industry and Finance Events.
    - Future Friday Breakfasts (or equivalent).
    - Post-18 Day.
    - Careers Exploration Days.
    - Subject Taster Events.
    - Parent Information Evenings.
- Manage all associated logistics, communications and administration.
- Evaluate the effectiveness and impact of events and use findings to inform future provision.

6. Parent Engagement and Pastoral Integration

- Deliver parent presentations, webinars and information evenings.
- Attend key Parents' Evenings as required.
- Work closely with tutors, Heads of House, pastoral leaders and Sixth Form staff.
- Provide guidance and support to parents regarding educational and career pathways.

- Ensure effective communication between careers provision and wider pastoral structures.
- Support a joined-up approach to pupil wellbeing, aspiration and future planning.

7. Communications and Information Management

- Produce and distribute regular careers communications and newsletters.
- Maintain and update careers content on the School website and digital platforms.
- Promote careers opportunities, work experience placements, events and apprenticeships.
- Respond to routine enquiries and ensure timely communication with stakeholders.
- Maintain careers displays, resources and learning spaces.
- Ensure careers information is accurate, accessible and up to date.

8. Data, Systems and Quality Assurance

- Maintain accurate records of:
    - Careers guidance interviews.
    - Careers events and activities.
    - Employer engagement.
    - Work Experience participation.
    - Destination outcomes.
- Track and monitor Gatsby Benchmark evidence.
- Produce participation, engagement and impact reports.
- Oversee and evaluate the School's careers information systems and digital platforms, ensuring they effectively support pupil learning, guidance, destination tracking and programme evaluation.
- Upload and organise resources and learning materials.
- Monitor engagement and usage data and identify trends.
- Support colleagues in making effective use of careers systems and resources.

9. General Responsibilities

- Contribute actively to the wider life of the School.
- Support the School's aims, values and strategic priorities.
- Work in accordance with safeguarding, health and safety, equality and data protection requirements.
- Undertake any other reasonable duties consistent with the nature and seniority of the post.

Person Specification

Criteria	Essential	Desirable
Qualifications	• Level 6 Careers Guidance Qualification (or equivalent). • Degree-level qualification or relevant professional experience.	• Membership of the CDI or other relevant professional body. • Teaching, coaching or mentoring qualification.
Careers Expertise	• Strong understanding of CEIAG and current careers education practice. • Knowledge of post-16 and post-18 pathways, including higher education, apprenticeships and degree apprenticeships.	• Experience supporting applications to competitive universities and apprenticeship programmes.

Experience	• Experience of delivering careers guidance to young people. • Experience of developing careers programmes, activities or initiatives. • Experience working with external partners, employers or higher education providers.	• Experience leading whole-school careers provision. • Experience in an independent school setting.
Curriculum & Programme Development	• Ability to develop and deliver a progressive careers curriculum from Prep to Sixth Form.	• Experience embedding careers education within wider curriculum and pastoral programmes.
Employer Engagement	• Experience building productive relationships with employers and external organisations.	• Experience developing employer networks, work experience programmes or strategic partnership initiatives.
Digital & Data Skills	• Ability to use digital platforms and data to support careers education, destination tracking and programme evaluation.	• Experience using Xello, Unifrog or similar careers platforms.
Leadership & Management	• Ability to develop a strategic vision and drive improvement. • Ability to manage projects and deliver priorities effectively.	• Experience leading change, managing budgets or coordinating colleagues.
Communication Skills	• Excellent written, verbal and presentation skills. • Ability to engage effectively with pupils, parents, staff and external stakeholders.	• Experience presenting to large audiences or delivering parent events.
Personal Qualities	• Organised, proactive and self-motivated. • Strong interpersonal skills. • Ability to work independently whilst building strong relationships. • Commitment to safeguarding and supporting young people.	• Creativity, innovation and enthusiasm for developing initiatives such as Kimbolton Connect.

Terms and Conditions

Reporting to: Assistant Head (Learning)

Accountable to: Headmaster

Hours of Work: 22.5 hours per week, for 34 weeks of the year. Working hours are 08:30 – 17:00 Monday, Wednesday and Friday, however working days, bar Friday, may be negotiable.

Remuneration: £16.96 - £17.56 per hour. Actual pay £14,796 - £15,322 per annum (FTE £33,074 - £34,248)

Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page.
Referees:	The names, addresses and telephone numbers of up to three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our website and follow the link to MyNewTerm.

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **Monday 23rd November 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **week commencing 30th November 2026.**

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the Safeguarding Policy document. Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies