

Careers Adviser

Salary Grade: Grade 8 Point 18-23

Salary: £31,537-£34,434 FTE

Contract Type: Fixed Term Contract for One Year in the first instance. Part-time – 2 days per week (term time only)

Closing Date: Monday 21 September 2026 at 9.00 a.m.

Please note: Applications may be shortlisted as they are received. We reserve the right to close this vacancy early if a suitable candidate is appointed. Therefore, we strongly recommend submitting your application as soon as possible

Interview Date: To be confirmed

Start Date: As soon as possible after all safer recruitment checks

John Mason School is seeking to appoint an enthusiastic, knowledgeable and student-centered Careers Adviser to join our successful Personal Development and Careers team.

This is an exciting opportunity to play a key role in supporting young people to make informed decisions about their future pathways. Working closely with students, parents, staff, employers, training providers and higher education institutions, you will help ensure that every student is well prepared for their next steps.

The successful candidate will provide impartial careers guidance to students across Key Stages 3, 4 and 5 through individual guidance interviews, group sessions and careers events. They will contribute to the delivery of our careers programme and support the school's commitment to achieving the Gatsby Benchmarks and providing outstanding careers education.

We are looking for someone who:

- Holds a recognised Careers Guidance qualification (Level 6 essential).
- Has experience of providing careers information, advice and guidance to young people.
- Has excellent interpersonal and communication skills.
- Can build positive relationships with students, staff, parents and external partners.
- Has a strong understanding of education, training, apprenticeship and employment pathways.
- Is organised, proactive and able to manage their own workload effectively.
- Is passionate about helping young people realise their aspirations and achieve their potential.

The role will include:

- Delivering one-to-one careers guidance interviews.
- Supporting students with post-16 and post-18 progression planning.
- Maintaining accurate records of guidance interventions.
- Working with the Careers Leader to develop and evaluate the school's careers programme.
- Supporting careers events, employer encounters and higher education activities.

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- Liaising with external agencies, employers, colleges, universities and apprenticeship providers.
- Contributing to the school's achievement of the Gatsby Benchmarks and statutory careers guidance requirements

We can offer:

- A welcoming and supportive school community.
- Enthusiastic and ambitious students.
- A strong commitment to staff wellbeing and professional development.
- The opportunity to make a difference to the lives and futures of young people.
- Flexible working arrangements within the agreed two-day schedule.

An application pack is available from the John Mason School website

<https://www.johnmason.oxon.sch.uk/joining-us/vacancies/>

CVs alone are not acceptable.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well-represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.