



Ely College

Careers Co-ordinator

Recruitment Pack



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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

About Ely College

We are delighted to welcome you to Ely College, where our shared vision is to be a truly great college. We aim to be a beacon of excellence, of which our whole community can be proud, and we look forward to you participating in this journey with us.

Ely College was recently inspected in March 2025 under the ungraded (section 8) framework. Already recognised as “Good” with “Outstanding” features, Ofsted has praised Ely College for continuing to make significant progress since its last inspection.

“Highly skilled” teachers, pupils with “exemplary” behaviour, and an “ambitious and challenging curriculum” which means that “pupils achieve exceptionally well” are just some of Ofsted’s recent findings, as Ely College builds on its position as an exceptional college for an exceptional community.

In July 2016 Ely College joined Meridian Trust. Over the years we have taken their unchanging core values as the foundations for our growing success. These values are:

- Achievement For All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending The Boundaries of Learning

You will see the embodiment of these values throughout our college.

We encourage our staff to provide the highest challenge and support to all students to demonstrate their understanding and confidence. Aligned with Meridian Trust’s core values, our



PLEDGES, (Participation, Leadership, Excellence, Diversity, Giving, Environment and Service) award system is a means of supporting students to develop confidence, life skills, leadership and volunteering experience that is so highly valued by employers and is critical in becoming successful adults.

We take immense pride in our college community and are committed to ensuring that everyone shares in the pride of our achievements. We look forward to welcoming you as an integral part of our school.

Simon Warburton – Principal

Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a

proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Engaged, developed, supported, and consulted.



Experts who strive for continual development. Collaborative networks, trusted to deliver.



Set ambitious goals and model what success looks like. Eager to improve.



Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Are accountable for the outcomes we contribute towards and strive for the very best.

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read



about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)



How to apply

To apply please complete the online form on MyNewTerm.

Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 17th September 2026 at 9am

Interviews: w/c 21st September 2026

Applying:

For any questions about the application process please contact:

Teri Harper

Email: tharper@elycollege.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Careers Coordinator
JD Reference:	STD ED 12 – 13
School/Academy:	Ely College
Weeks:	40 weeks
Hours of work:	37 Hours
Salary:	Grade 7
Responsible to:	Assistant Principal

Role:	To raise aspirations, challenges stereotypes and encourage students to consider a wide range of careers
Purpose of the job:	Support the development of an outstanding provision for Careers Education, Information, Advice and Guidance (CEIAG) and employer engagement opportunities. Raise aspiration within our school community and play a pivotal role in helping the school achieve the career mark accreditation

Responsibilities and Accountabilities:

- Coordinate and manage the delivery of the careers programme with all key stakeholders, both internal and external
- Actively liaise with external bodies such as the Skills Service to obtain funding and resources
- Develop and manage the Alumni programme
- Actively liaise with local employers to bring new opportunities for business involvement within the curriculum for all age groups, including organising and running trips out of school to take advantage of these opportunities
- Build and manage a database of contacts with a range of individuals and employers willing to share information about their careers
- Regularly evaluate provision through student/parent voice
- Support and deliver assemblies, and make inputs to lessons where appropriate
- Ensure that students are assisted to draw up their action plans for employment, education, and training
- Ensure that students and parents have opportunities to meet with relevant advisors to consider career options and relevant pathways, as required



- Ensure that mock interviews with students are arranged before external appointments either in house or by external agencies as appropriate
- Be available to advise parents on options evenings and parents' meetings as well as answer telephone enquiries
- Raise student aspiration by providing careers information through a dedicated careers base and displays (public information screens) placed throughout the school
- Help maintain good order and discipline among the students and safeguard their health and safety, both on school premises and any authorised trip. Promote the welfare of all children and young people

Across the Key Stages:

- Carry out career interviews with year 11 and year 13 students. Maintain database of meetings and disseminate data to SLT as required
- Liaise with other schools and colleges, as necessary. Develop relationships with and liaise with external agencies, e.g., Skills Service, local and regional business contacts, and others, as appropriate
- Coordinate year 11 mock interviews
- Build a detailed destination database of all leavers in years 11,12,13
- Keep abreast of the latest developments in Careers and Careers Education
- Attend regional and national training/networking/events and disseminate to key staff

Key Stage 3

- Support year 8 options process as required
- Coordinate careers education lessons in conjunction with PSHE manager and delivery staff

Work Experience

- Manage the year 10 and year 12 work experience programme
- Liaise with external partners and enterprises regarding work experience
- Communicate with Parents, Students, Staff, and other Stakeholders about work experience
- Maintain records of safeguarding checks and placements

UCAS Co-Ordination: The Post-18 application process

- Liaise with the head of post 16 and support staff
- Attend Post 18 Options Evening
- Support the post 16 teams with the UCAS process to include Oxbridge, Medical and other subject specific student engagement
- Publicity of post-18 and other opportunities – displays, posters, emails etc
- Organise and attend university visits where required



Keeping careers guidance relevant to the local cohort and up to date

- Attend regional and national training/networking events and disseminate to key staff
- Keep up to date with external guidance and regulation relating to careers advice and guidance
- Use local labour market information to ensure careers guidance is relevant to the Academy's current cohorts
- Be the expert for the school with regards to careers guidance

Support for School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures
- Contribute to wider school developments

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information per GDPR
- Liaise with the website development team to keep the CEIAG section of the school website relevant and up to date

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal and professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which can contribute to the improvements in the daily running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available,



particularly when related to the use of ICT, for data management and record keeping

- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

All staff will be subject to an enhanced check with the Disclosure & Barring Service

Updated: January 2022



Person Specification: Careers Coordinator and Advisor	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	English and Maths GCSE at grades A* - C (9-4) or equivalent	✓		A
2	Level 6 Diploma in Career Guidance and Development or be prepared to work towards it		✓	
Experience		Essential	Desirable	Assessment
3	Experience in working with children and young adults in an educational setting	✓		A/I
4	Experience in working with business professionals in a school environment	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	Understanding of the education system	✓		A/I
6	A sound grasp of the concept of inclusive practice	✓		I
7	Knowledge of the concept of confidentiality	✓		I
8	Awareness of child protection issues	✓		I
9	Understanding of the National requirements for CEIAG in Schools	✓		A/I
Skills and abilities		Essential	Desirable	Assessment
10	Skilled at making and sustaining positive relationships with children	✓		I
11	Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure	✓		I
12	Excellent written and oral communication skills	✓		I
13	Ability to contribute to team meetings and contribute ideas	✓		I



14	Ability to make effective and creative judgements based on interpreting varied and complex information and/or situations to produce long term strategies and solutions to support the assessed needs of individuals		✓	I
15	Use computer systems accurately for word processing and to record information and generate reports		✓	I
16	Effective communication via telephone or on an inter-personal level to obtain/give information in a courteous way	✓		I
Personal Qualities		Essential	Desirable	Assessment
17	Willingness to undergo further training and development	✓		I
18	Positive and enthusiastic approach toward work	✓		I
19	Ability to act on own initiative	✓		I
20	Kindness and empathy towards students and colleagues	✓		I
21	Ability to work as part of a team effectively	✓		I
22	To communicate effectively with all staff, students, parents/carers, and external agencies	✓		I
23	Be smart in appearance, to promote the image of the academy effectively	✓		I
Child Protection		Essential	Desirable	Assessment
24	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
25	The flexibility of working hours	✓		A/I

