

Sir John Hunt



**SIR JOHN HUNT
COMMUNITY
SPORTS COLLEGE**



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Sir John Hunt Community Sports College
Lancaster Gardens
Plymouth PL5 4AAz

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Sir John Hunt



Dear candidate

Thank you for your interest in the role of Careers Coordinator at Sir John Hunt Community Sports College. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Sir John Hunt Community Sports College is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Ashleigh Sharpe: as.sharpe@sjhcsc.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Julie Bevan, Headteacher

ABOUT OUR SCHOOL

At Sir John Hunt Community Sports College, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Sir John Hunt Community Sports College a better chance of success than if they attended any other school in the country.

Ambition, Endeavour and Respect run through all aspects of school life.

Ambition

We are determined to achieve success.

We expect the best from ourselves and each other.

We believe there are no limits to what we can achieve.

Endeavour

We work hard, always.

We strive for excellence.

We do not give up.

Respect

We respect ourselves and each other.

We are considerate of others.

We are responsible for our actions.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 15 - 25, £31,015 - £37,563 per annum (£26,746 - £32,807 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

Full time, 37 hours per week, term time only plus one week (39 weeks)

PLACE OF WORK

Sir John Hunt Community Sports College, Lancaster Gardens, Plymouth, PL5 4AA.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Careers Coordinator
Responsible to:	Assistant Headteacher
Responsible for:	n/a

ROLE OVERVIEW

We are seeking a highly motivated professional who will coordinate the careers education and opportunities within the College, taking a lead on ensuring that the College successfully achieves the Gatsby benchmarks. The successful candidate will develop and maintain an effective careers and work-related learning provision, be responsible for the delivery of the school's programme of career advice and guidance and be able to develop links with outside agencies, providers, business and employers.

MAIN DUTIES AND RESPONSIBILITIES

- To provide an inspiring and best practice careers service within the College.
- To provide careers advice, guidance and support at key transition points within the College, including post-school choices.
- To implement a strategic plan which guides the policies, plans, targets and practice.
- To facilitate a careers advice programme within a tutorial and PD programme.
- Ensure the Colleges website is up-to-date for parents and young people for both Careers and Mental Health Support.

CAREERS SPECIFIC

- Ensure the College meets its statutory responsibilities in careers guidance.
- Lead a careers team to deliver careers opportunities and raise aspirations across the College.
- Working with colleagues and external agencies, the Careers Coordinator will be responsible for:
 - o Support teaching staff with the delivery of the careers PSHE programme
 - o Suggesting, developing and maintaining effective partnerships with local, national and international businesses.
 - o Organising events and hosting visits from a range of employers and speakers.
 - o Developing a network of guest speakers from a variety of occupational sectors to work within school departments to link the world of work to curriculum learning

- o Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions
 - o Providing advice and guidance to students and supporting them to achieve these goals
 - o Develop a network of Alumni to inspire current students
 - o Advising students on how to source relevant training courses or qualifications and what funding might be available
 - o Providing advice on CV, applications, job hunting and interview techniques
 - o Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development
 - o Planning and organising careers fairs and enterprise activities
 - o Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies
 - o Organising, promoting and coordinating work experience and work placements
 - o Liaise closely with Curriculum Leaders/Pastoral Leaders to coordinate careers events, such as employer talks, collapsed curriculum days, involving employers in the curriculum
 - o Attendance at key College events and active promotion of careers in assemblies and at Information Evenings
 - o Monitoring, recording and communicating leaver destination information to relevant bodies
 - o Recording and monitoring careers activities within the College to ensure that there is a comprehensive record of what students have engaged with
 - o Close liaison with external careers services, supporting their statutory work with vulnerable students
 - o Working with a range of career services such as Enterprise Adviser Network, Generation Stem, Plymouth Careers Association and Next Steps South West.
- Facilitate a programme of careers and employability to KS3 through the PD programme.
 - Manage student applications to HE extension opportunities; Nuffield Research programme, Aspiring professional programme, Sutton Trust Summer Schools, Oxbridge Residential Open Days, Oxford Pathways, Routes into STEM residential taster days, Year in Industry placements.
 - Facilitate enterprise activities within the Sixth Form, including those suggested by the Enterprise Ambassador from Babcock, identifying students and see through to completion.
 - Any other reasonable requests by negotiation with the Principal.

HEALTH & WELLBEING

- To assist the SLT Link with ensuring that the needs of the school are met with specific targeted intervention to ensure the mental health of vulnerable and key students are a priority.

- To work with the Senior Leadership Team (SLT) in setting a culture within the school that values all students, allows them to feel a sense of belonging, and makes it possible to talk about problems in a non-stigmatising way.
- To work with the Special Educational Needs Co-ordinator and Inclusion team to ensure that all adults working in the school understand their responsibilities to children whose persistent mental health difficulties mean they need special education provision.
- Liaising with the senior leadership team to take an active role in planning and implementing student wellbeing activities at key points across the year.
- Liaising with PD staff to ensure the curriculum is current and effective regarding mental health and wellbeing activities.
- Responsible for the management of external agencies directly working with students regarding mental health and wellbeing needs including management of referrals ensuring systematic and timely approach. Liaising with Clinical leads regarding the appropriateness of referrals including consultations with parents and other colleagues for information.
- Provide expert advice ensuring appropriate referrals go to specialist agencies including attending meetings with young person or on behalf of the family should this be needed.
- Promote positive team working and continue to wider school development by delivering sessions and CPD around specialist themed knowledge in order to upskill colleagues to support student wellbeing.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
5 GCSE's at grade C or above or equivalent including maths and english	x	
Degree		x
Level 6 Qualification in careers		x
Membership of the Career Development Institute		x
Commitment to personal CPD	x	
Skills and experience		
Recent experience of careers education and guidance in an educational setting	x	
Excellent interpersonal and communication skills and the ability to form strong relationships with students and staff	x	
Ability to work collaboratively and to develop positive relationships with internal and external stakeholders	x	
Excellent oral and written communication skills	x	
Able to apply statutory responsibilities in careers guidance in an educational environment	x	
Good ICT skills	x	
Ability to learn from experience	x	
Knowledge of universities, subject choices, non-academic career choices, gap years and volunteering	x	
Up to date knowledge of Gatsby benchmarks	x	
Good understanding of strategies to engage students	x	
Personal attributes		
Ability to engage with and relate to young people	x	
Genuine commitment to delivering positive outcomes for students	x	

Ability to work outside of normal working hours, including occasional evening and weekend work	x	
Enthusiastic, innovative, highly motivated	x	
Dedicated to achieving excellence, conscientious and hard working	x	
Organised, efficient and ability to respond to changing priorities	x	
Positive attitude and desire to improve children's lives	x	
Approachable, open and honest	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **13th September 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on **25th September 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



**GREENSHAW
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