



SHENFIELD HIGH SCHOOL

CAREERS LEAD / CO-ORDINATOR
SEPTEMBER 2025

Information for candidates

CAREERS LEAD CO-ORDINATOR

Required September 2025

The role

This is a fantastic opportunity for a passionate and engaging Careers Advisor to join our team, offering assistance to our pupils, recognizing their potential and providing high-quality careers advice or experiences that help our students make informed choices about their futures.

We believe that good careers guidance can open doors, broaden horizons, and give pupils the confidence to take their next steps.

The successful candidate will be an outstanding practitioner or if new to the profession, will have the potential to be so, by being dedicated and driven to support the students on their journey through the curriculum. Training can be provided.

He/she will make a genuine commitment and input positive contributions within the careers department, thinking outside of the box and designing a comprehensive careers programme that moves with the times.

We are looking for a colleague to lead and deliver a careers advice programme and statutory requirements within the school.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Continuous CPD programme including NPQs and National College qualifications
- Employee Assistance programme
- Discounted childcare during half-terms
- On-site parking

We can also offer you:

- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement

If you would like an informal discussion about this position and/or a pre-application visit please contact the Headteacher's PA, Mrs Watson: c.watson@shenfield.essex.sch.uk

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

Job details

Start date: 1st September 2025

Salary: Scale 8, point 25 – 28. Plus fringe allowance £706.

- *Full-time equivalent: £35, 941 - £38,644 including fringe allowance.*
- *Pro-rata'd salary £27,065 - £29, 632 including fringe allowance.*

Working Hours / Weeks: Term time plus 5 days (39 weeks)

- Monday – Friday 32.5 hours per week

Contract type: Permanent

CLOSING DATE: 18th June 2025

Interviews:

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB DESCRIPTION: CAREERS ADVISOR

Reporting to: Headteacher & Line Manager

Overall Purpose of Post

Supporting students to prepare for the next phase of their training, and employment. Provide careers guidance and advice that is neutral, informed and relevant.

To ensure a quality programme of careers guidance and support is in place across the school.

Main purpose

- To plan, develop, implement and deliver an appropriately broad and balanced, careers programme.
- Regularly review a structured, progressive careers programme with appropriate teaching resources and learning outcomes that are shared with teachers and learners.
- Deliver careers guidance to pupils.
- Develop innovative practice around careers guidance.
- To organise planned activities and large events such as careers fairs for large numbers of pupils.
- To work with the career's guidance providers, locally and beyond, and others to develop the programme.

Other Requirements

- To establish and maintain effective links with parents, carers and relevant organisations (e.g. employers, youth and community agencies), and co-ordinate their contribution to the programme.
- Assist and attend school trips linked to careers opportunities as appropriate.
- Undertake general administrative duties, checks and ensure documentation are completed with accuracy.
- Maintain good order and discipline among students and attend to their health and safety, both when they are authorised to be on the school premises, and when they are engaged in authorised school activities elsewhere, as well as having regard to safeguarding.
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake general administrative duties, checks and ensure documentation are completed with accuracy.

Responsibilities

- Work to fulfill the vision and values of the school.
- Promote and implement the school's equality and diversity policy in all aspects of employment and service delivery.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Appropriate Literacy and Numeracy skills, ideally to NVQ Level 2.• Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or (NVQ4) in Advice and Guidance or equivalent, or be willing to work towards.
Experience	<ul style="list-style-type: none">• Careers Lead experience is desirable, however training can be provided.• Experience of providing and producing data and statistical information for analysis.• Experience of planning, developing and implementing projects, and programmes.• Experience of planning and organising large events.
Skills and knowledge	<ul style="list-style-type: none">• Able to take a proactive approach in prioritising own workload and that of others to meet targets and deadlines• Highly effective communication skills with both children and adults, including parents/carers• An ability to identify, focus on and work towards achieving key objectives• Able to establish good working relationships with a wide range of stakeholders, including students, colleagues, external organisations and parents/carers• Unswerving commitment to implementing whole school/staff policies relating to the safeguarding of children.
Personal qualities	<ul style="list-style-type: none">• Positive values and attitudes and adopt high standards of behaviour in a professional role.• A commitment to equal opportunities and inclusion

ABOUT US

"Our vision is to prepare our students to embrace all opportunities and fulfil all ambitions. We strive to ensure our students are known and known well and prepared for a future of lifelong learning"

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We have over 1500 students on roll including more than 300 students in our sixth form; this year we have received over one thousand applications for 240 places in year 7 in September 2023.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.



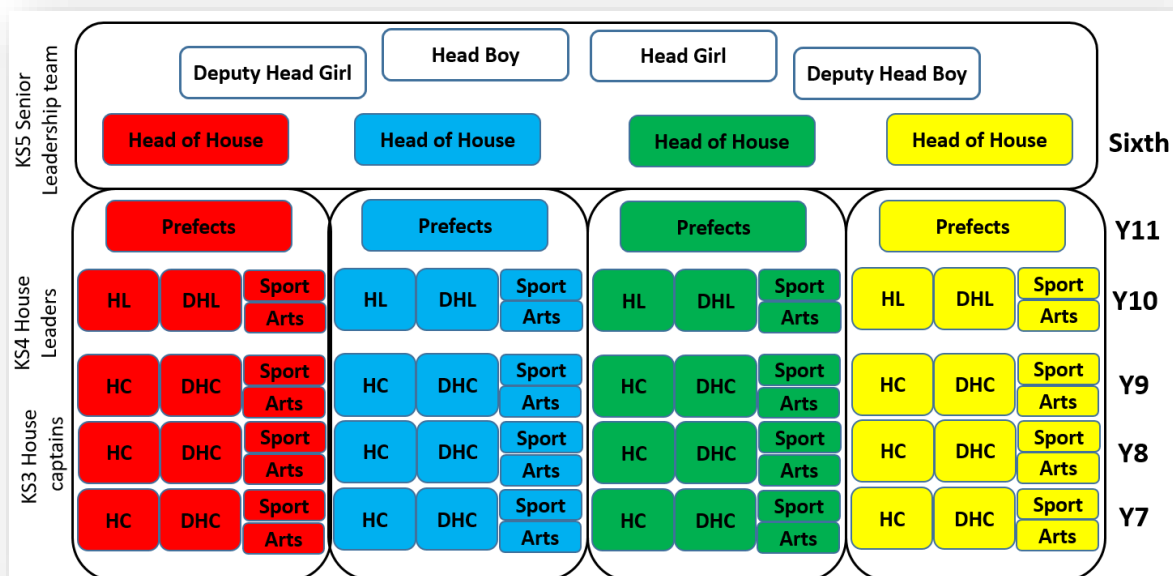
The whole school community has devoted significant time in the past two years revisiting the school values and the House System.



SHENFIELD
HIGH SCHOOL

RESPECTFUL
RESPONSIBLE
READY

Our school values form the basis of our behaviour and rewards policies and underpin our school culture whilst our House System forms the scaffold for our student leadership structure.



Student Leadership is no more evident than in our Combined Cadet Force (CCF). Our contingent is affiliated with the Royal Anglian Regiment and is the largest school contingent in the country outside of fee-paying schools.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing:

- Three Year School Strategic Plan put in place to limit lurches based on annual outcomes
- 'People' a key part of strategic framework for all decision making
- Weekly briefing to limit whole staff emails and to ensure the week ahead is planned for
- Meeting time for 2023-24 stripped back
- Team Leader briefings reduced in frequency and duration
- Teacher contact time reduced across the board in 2023-24
- Wall planner showing key dates for the year ahead
- No requirement for data drops in school monitoring cycles
- Only one parental report each year with no requirement of written input from teachers
- All staff have access to external support service <https://www.educationsupport.org.uk/>
- HR Manager and Head teacher are MHFA trained
- Senior designated mental health lead in post ([Georgia Edwards](#))
- New mental health strategy in place
- GOVOX introduced to support individuals with tips to support mental wellbeing and to also provide school leaders with information on wider staff concerns

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school. On the following page you can find an overview of our strategic framework that highlights our key focus areas for the years ahead.

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour, contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk

- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello

Headteacher

