



Bishop Fox's

Information for applicants

CAREERS LEAD

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High Standards & High Expectations

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ABOUT US

Bishop Fox's School is a thriving, inclusive secondary school set within beautiful grounds at the heart of the vision High Standards and High Expectations, we are ambitious for every young person and committed to helping students develop confidence, character and clear future pathways. We pride ourselves on our calm, purposeful environment, strong relationships and a culture where students are known, supported and challenged to be the very best they can be. Fox's is community-connected and forward-thinking in how we prepare young people for life beyond school.

We are seeking an enthusiastic and motivated Careers Lead who shares our values and has a genuine passion for working with young people. This full-time role is embedded in the day-to-day life of a busy secondary school and offers significant scope to shape and lead our careers provision. The role focuses on key transition points throughout a student's journey, including options, work experience, post-16 pathways, college routes, apprenticeships and engagement with the workplace. You will build strong links with employers, training providers and the local community, working alongside experienced colleagues and in close partnership with a Deputy Headteacher who is deeply committed to ensuring all students at Fox's benefit from meaningful encounters and aspirational opportunities throughout their time with us.

At Bishop Fox's, we invest in our people. We are looking for someone with the right values, energy and commitment not someone who has to arrive with everything already in place. We will support, train and develop you, enhancing the skills and experience you already bring so you can grow into an exceptional Careers Lead. If you are ambitious for young people, enjoy connecting education with the wider world, and believe in maintaining high standards and high expectations for all, this is an exciting opportunity to join a school that values professionalism, collaboration and community.

In consideration of the school agreeing to fund any training costs for the successful candidate who does not hold the Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or NVQ4 in Advice and Guidance, or an equivalent qualification, the employee must sign a certificate of undertaking, agreeing to the repayment (on a reducing sliding scale) if the employment ends within 24 months of completing the training.



For more information about the School, please visit our website: www.bishopfoxs.co.uk



JOB DESCRIPTION

JOB TITLE: Careers Lead

REPORTS TO: Deputy Headteacher (Curriculum Structures and Partnership)

SALARY: We welcome applications from both experienced and aspiring careers professionals.

The post is offered on Grade 12 £24,180–£27,108, with the opportunity to be appointed at Grade 11 £27,809–£31,022 for candidates who possess a recognised Level 6 Careers Guidance qualification (QCG / CDI Diploma) or NVQ4 in Advice and Guidance, or an equivalent accredited award.

WORKING HOURS: 37 hours per week, Monday to Thursday 8.00am to 4.30pm and Friday 8.00am to 3.30pm. There may be some occasional late nights.

WORKING WEEKS: 38 weeks, term time only

PAID WEEKS: Grade 12 44.0877 / Grade 11 44.4836 (including statutory holiday entitlement)

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both 'enjoy and achieve'.

The Careers Lead (CEIAG) provides strategic leadership and strong operational oversight of the school's careers education, information, advice and guidance for students aged 11–16. The role ensures all learners receive high-quality, impartial support that meets statutory requirements, aligns with the Gatsby Benchmarks and enables informed decisions at key transition points. Through effective planning, coordination and partnership development, the postholder embeds careers learning across the curriculum, manages key processes including Options and work experience, and ensures all students - including those with additional needs - are supported towards positive post-16 destinations. The Careers Lead monitors, evaluates and enhances CEIAG provision, offering clear reporting to senior leads while maintaining productive links with employers, FE providers and external agencies to enrich opportunities for all learners.

MAIN RESPONSIBILITIES AND DUTIES

Strategic Leadership

- Lead, develop and regularly review the school's whole-school CEIAG strategy, ensuring alignment with statutory guidance, the Gatsby Benchmarks, school policies and the School Improvement Plan.
- Produce and implement an annual CEIAG development plan, responsive to changes in education, training, apprenticeships and the labour market.
- Lead the day-to-day coordination of careers provision across the school.
- Advise Senior Leaders and Trustees on CEIAG strategy, compliance, impact and priorities, providing clear evidence of effectiveness.
- Manage the careers budget effectively to maximise impact and value for money.

Programme Planning and Delivery

- Plan, coordinate and oversee a high-quality, impartial CEIAG programme for all students in Years 7–11, ensuring breadth, progression and accessibility.
- Ensure full compliance with DfE statutory guidance, including the delivery of the required meaningful provider encounters at appropriate points.
- Lead and be accountable for careers events and activities, including employer encounters, careers fairs, mock interviews, guidance sessions, work-related learning days, apprenticeship events and college engagement.
- Ensure careers provision supports informed decision-making at key transition points, particularly the Options process and post-16 destinations planning.

Curriculum Integration & Staff Development

- Work with the PSHE lead and subject leaders to embed careers learning across the curriculum and tutorial provision.
- Provide guidance, training and up-to-date information for staff contributing to careers education and initial advice, ensuring confident and consistent messaging.
- Coordinate the contribution of teaching staff, pastoral teams and external partners to careers delivery.
- Monitor the quality of careers learning and student engagement, using evidence and data to refine provision.

Careers Program Coordination

- Coordinate careers events and opportunities for students and parents, including guest speakers, workplace visits, enrichment activities, employer talks and college encounters.
- Lead and oversee the KS4 work experience programme (including Year 10), ensuring placements are safe, meaningful and aligned with student interests and aspirations.
- Manage the Options process in collaboration with the Head of Year and Deputy Headteacher.
- Coordinate careers platforms and tools (e.g. Careers Pilot) and the school's annual Careers Fair.

Student Support

- Provide impartial, personalised careers guidance through one-to-one and small-group sessions, supporting informed choices around post-16 pathways including colleges, apprenticeships and training providers.
- Ensure inclusive careers support for all students, particularly those who are disadvantaged, have SEND or are at risk of disengagement, in line with the Gatsby Benchmarks.
- Work closely with pastoral teams, Heads of Year and the SENCo to identify students requiring additional support and contribute to personalised planning and reviews.
- Oversee and quality-assure the work of the independent careers adviser and refer students to external agencies where specialist support is required.

Administration and Data Management

- Maintain accurate, compliant records of careers activities, guidance interactions and student outcomes in line with data protection requirements.
- Manage careers databases and tracking systems, including participation and access to guidance.
- Collect, analyse and report careers data (e.g. destinations, employer engagement, participation) to SLT, Trustees and external stakeholders as required.
- Maintain the school's Careers Policy, CEIAG calendar and statutory information.
- Manage and update careers content on the school website and SharePoint, including the Provider Access Policy Statement and labour market information.
- Publicise relevant local and national opportunities, including apprenticeships, college open events and employer opportunities.

Networking and Partnerships

- Build and sustain effective partnerships with employers, FE colleges, apprenticeship providers and community organisations.
- Liaise with external agencies and careers services to enhance provision and support vulnerable students.
- Engage former students where appropriate to support talks, mentoring and careers events.
- Work collaboratively with careers leads in other schools to share best practice and strengthen local CEIAG networks.

Monitoring, Reporting & Quality Assurance

- Monitor and evaluate the impact of the careers programme using qualitative and quantitative evidence, including performance against the Gatsby Benchmarks.
- Use findings to drive continuous improvement and inform school improvement planning.
- Prepare clear reports for Senior Leaders and Trustees on programme effectiveness, student outcomes and participation.
- Ensure the careers programme reflects evolving guidance, labour market information and student needs.

Professional Standards and Additional Duties

- Uphold the school's safeguarding, child protection and safer recruitment policies at all times.
- Promote equality, diversity and inclusion, ensuring all students have access to high-quality careers support.
- Maintain professionalism and confidentiality in line with school policies and data protection regulations.
- Attend relevant training, CPD, parents' evenings and school events to support and promote the careers programme.
- You may be required to complete any other reasonable duties as directed by your Line Manager / Headteacher within the responsibilities/grade of the post.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with students, colleagues, Senior Leaders, supply teachers, external agencies and other stakeholders, including Trustees, parents/guardians, visitors, volunteers, consultants, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Read and understand key documents & policies: **Child Protection & Safeguarding Policy, Keeping Children Safe in Education, Staff Code of Conduct, IT Acceptable Use Policy, and the Data Protection Policy**, ensuring that procedures are adhered to.

PERSON SPECIFICATION

Qualifications and training	
Essential	<ul style="list-style-type: none"> GCSE (grade A*-C/9-4) or equivalent in Maths and English
Desirable	<ul style="list-style-type: none"> L4 Diploma in Career Information and Advice. 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. Safeguarding training.
Skills and experience	
Essential	
Experience	<ul style="list-style-type: none"> Experience working in a school, youth setting or with young people. Experience in careers advice, guidance or student support. Experience working with the public and delivering high quality customer service. Experience producing reports, data or information for monitoring and analysis.
Skills	<ul style="list-style-type: none"> Strong verbal and written communication skills, able to engage students, staff, parents and external partners. Excellent interpersonal skills and the ability to build positive relationships. Confident delivering one to one and group sessions. Strong organisational and administrative skills, including accurate record keeping. Effective time management, able to work under pressure and meet deadlines. Fast and accurate keyboard skills and confident use of email and digital tools. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook). Ability to use DTP or similar software to produce professional resources. Ability to identify appropriate student pathways based on interests and strengths. Ability to work both independently and as part of a team. Ability to motivate, support and communicate a clear vision to colleagues. Ability to handle confidential information appropriately. Calm, reliable, resilient and able to respond sensitively to challenging situations. Proactive approach to workload management and problem solving.
Desirable	<ul style="list-style-type: none"> Experience planning or managing careers events or large events. Experience coordinating a careers programme in a school or college. Experience working with employers, training providers, FE/HE and external agencies. Experience managing work experience or employer engagement activities. Experience supporting students at key transition points (e.g., KS4–KS5). Experience analysing data to support strategic decisions. Experience contributing to Ofsted or school improvement planning related to CEIAG. Experience in project or team leadership. Ability to produce high quality careers resources and presentations. Event management skills, including careers fairs or multi provider events
Knowledge	
Essential	<ul style="list-style-type: none"> Knowledge of the higher education and careers landscape. Knowledge of careers legislation and guidance, including the Gatsby Benchmarks. Awareness of local and national organisations supporting careers provision. Understanding of SEND and how it affects careers guidance. Understanding of the school curriculum and post 16/18 pathways. Strong awareness of safeguarding procedures, especially for work experience.

- Understanding of DfE provider access guidance.

Desirable

- Awareness of local labour market information (LMI) and local opportunities.
- Strong understanding of Gatsby Benchmarks, the Baker Clause and statutory guidance.
- Deeper knowledge of SEND and adapting guidance to diverse needs.

Personal Qualities

Essential

- Commitment to securing positive outcomes for all students.
- Commitment to safeguarding, wellbeing, equality and school values.
- Student centred mindset with the ability to inspire and motivate young people.
- Excellent communication and relationship building skills.
- Sensitivity, empathy and the ability to respond to individual needs.
- High levels of professionalism, reliability and integrity.
- Resilient, positive and enthusiastic, with a desire to improve students' life chances.
- Highly organised and able to manage a varied workload effectively.
- Able to work independently and collaboratively.
- Punctual, dependable and committed to excellent attendance.
- Genuine interest in students' career development.

Desirable

- Innovative and proactive, with the ability to develop new CEIAG initiatives.
- Confident building partnerships with employers and external providers.
- Strategic thinker able to contribute to whole school development.
- Confident presenting to larger groups (e.g., parents, assemblies).