



Queens Park Community School

Role: Careers Coordinator (0.5, term time only)

Responsible to: Assistant Headteacher (Careers Lead)

Hours: 18 hours per week / 39 weeks per year

Grade: Scale 5 (Points 12 to 17) pro rata per annum

Are you passionate about preparing young people for their future and ensuring every student has access to meaningful, high-quality careers education? We're seeking a dedicated **Careers Coordinator** to join our inclusive and aspirational school community and play a central role in shaping our students' futures.

This is a fantastic opportunity to lead and grow a vital area of school life, embedding careers education throughout the curriculum and helping all students, especially those in Years 10 and 11, understand their post-16 and beyond pathways.

As Careers Coordinator, you will develop and deliver engaging and informative careers provision aligned with the Gatsby Benchmarks. You will organise impactful events and foster strong employer interactions, collaborating closely with external providers and internal colleagues to ensure every student is informed, empowered, and inspired. This role involves key partnerships with the Assistant Headteacher for Careers Education, the Year Teams, and the school's independent Careers Advisors.

Key Responsibilities

- **Strategic Leadership:** Lead the development and implementation of the school's careers strategic development plan.
- **Curriculum Development:** In collaboration with the Assistant Headteacher (Careers Lead), develop and deliver a high-quality careers programme (Year 7-13) that fully meets the Gatsby Benchmarks and Provider Access Legislation requirements.
- **Impartial Guidance:** Manage the provision of high-quality, impartial information, advice, and guidance to students on a range of crucial areas, including careers exploration, further education, employment and training opportunities, employability skills, university and sixth form applications, apprenticeships, college applications, and job applications.
- **Employer Engagement:** Organise and facilitate meaningful encounters for students to connect with employers and other relevant organisations, including: Careers Fairs, Experiences of work, FE Colleges, Training Providers, University visits
- **SEN Support:** Collaborate closely with the school's SENCO to ensure that students with Special Educational Needs (SEN) receive tailored support for their career profiles, addressing their complex learning and emotional needs.



- **Destination Tracking & Data Management:** Track students' intended and actual post-16 and post-18 destinations, maintaining secure and logical records of all interactions and decisions.
- **Communication:** Facilitate clear and timely communication with parents, students, and staff to promote the school's careers activities and events, including publishing the Careers Newsletter and coordinating invitations for one-to-one interviews with independent careers advisors
- **Advocacy:** Act as a strong advocate for young people's career aspirations and development.
- **Administrative Efficiency:** Utilise IT systems effectively for all administrative tasks, including recording interactions, tracking student activities, and managing destination data (post-16 and post-18) on the Unifrog and Compass+ platforms.
- **Professional Development & Networking:** Be willing to undertake appropriate professional development to support the role. Attend regular online and in-person meetings with the West London Hub coordinator and other organisations, to stay updated on careers information. Establish and develop links with FE colleges, industry partners, and universities.

Please note: This job description provides a comprehensive overview of the core duties and responsibilities as of its last update. It is not intended to be an exhaustive list, and the scope of duties may evolve over time to meet organisational needs, without altering the fundamental character or accountability of the role. Such changes are a normal part of employment and do not typically justify a re-grading of the position. Additional duties commensurate with your role may also be assigned.

Personal Specification

Professional knowledge and understanding

GCSEs (or equivalent) in English and Maths (Grade C/4 or above)	Essential
A Level or Level 3 qualification	Desirable
Qualification in Careers Guidance or working towards one (e.g. Level 4/6 in Careers IAG)	Desirable
Experience working with secondary-aged students in an educational or youth setting	Desirable
Experience planning and delivering programmes, workshops or events	Desirable
Experience of building and maintaining partnerships with external organisations	Desirable
Experience supporting young people with career choices and progression routes	Desirable
Experience of coordinating work experience placements or careers events	Desirable

Personal qualities and skills

Demonstrates honesty, integrity, and a high level of professionalism in all interactions.	Essential
Possesses excellent interpersonal skills and a proven ability to build positive and effective relationships with staff, students, business partners, and all stakeholders.	Essential
Highly organised, capable of prioritising tasks effectively, meeting deadlines consistently, and working with accuracy and efficiency.	Essential
Exhibits outstanding communication skills, both written and oral.	Essential
Possesses the energy and drive to motivate staff and foster a positive working environment.	Essential
Able to work effectively as part of a wider team, demonstrating a flexible and adaptable approach to the role.	Essential
Capable of responding calmly and effectively to challenging situations, demonstrating stamina and resilience under pressure.	Essential
Willingness to take on responsibilities beyond previous experience, with a commitment to continuous learning and development given suitable support.	Essential
Fully committed to principles of equality and diversity and the QPCS ethos.	Essential