

**Careers Coordinator
Recruitment Pack**

About Gretton School

Gretton School welcomes autistic children and young people aged from 5-19 years old, as weekly boarders or as day students.

Every student at Gretton has a diagnosis of autism with the ability to achieve at high levels and every student is different.

As autism specialists, we understand that consistent daily routines and staffing helps to keep anxiety at a minimum and ensures that our students feel safe and confident in their surroundings

We have a high staff to student ratio and classes are small and personal – we know each of our students really well and employ the best strategies to support them in their everyday school life.

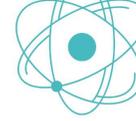
*"Gretton is such a fun place to work, no two days are the same and there is a real family
vibe with all the staff that work here!"*

- Boarding Staff

"Staff help each other and students interact. It's a happy little family!" -

Teaching Staff





A Note from The Headteacher

Welcome to Gretton School; a forward thinking and inclusive autism specialist school where the children and young people are at the centre of everything the staff team do.

The team here at Gretton are highly skilled and trained in all aspects of their roles, particularly autism, and are actively supported by broad clinical and therapeutic disciplines ensuring a holistic approach to the achievement of wide ranging developmental, social, communicative, sensory and academic outcomes.

Gretton offers an integrated model of education, care and therapy which dovetail to ensure that students are challenged effectively to make their next steps whilst feeling safe and supported.

The breadth of experiences and curricula offered ensure that every student is able to maximise their progress and the facilities are specifically tailored with autism in mind. We have further plans to develop our campus environment to increase the offer of further specialist areas.

We are committed to equipping our students with independence, an awareness of safety and self-reliance, as well as developing the social skills they need to thrive in an ever more complex society.

I hope that once you have read through this recruitment pack, you will arrange a visit to the school, where you can not only see, but feel the positive culture here at Gretton.

Beth Elkins



Job Description

Salary: £25,000 - £30,000 (depending on experience and qualifications)

Hours: Full time (41 hours per week), term time only

Start date: March / April 2026

Aim of the post

Overview:

The Careers Co-ordinator will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance. They will take responsibility for supporting young people's pathways into adulthood and supporting KS4 and KS5 transitions to their next destination.

Main Duties:

- Build positive relationships with our learners and encourage them in their interests
- Collaborate with post-16 provisions to establish partnerships and facilitate smooth transitions for school leavers
- Develop relationships with and liaise with external agencies
- Develop and implement personalised Preparation for Adulthood (PfA) plans for individual learners
- Facilitate the transition of school leavers into post-16 placements, providing guidance and support as needed, including in person visits, applications, interviews and transition days
- Arrange and oversee careers interviews conducted by external advisors, ensuring alignment with learners' aspirations and goals
- Ensure that learners and parents have opportunities to meet with relevant advisors to consider career options and relevant pathways, as required
- Gather and analyse data related to careers and transitions and communicate findings to relevant stakeholders
- Co-ordinate trips, visits, and guest speaker events to expose learners to various career paths and industries, including Careers Fair
- Ensure that learners are assisted to draw up action plans for employment, education and training
- Ensure that the school meets all of the objectives set by the government such as the Gatsby Standards and the Baker clause
- Keep updated with the latest developments in Careers and Careers Education
- Build and maintain a detailed destination database of all leavers in Year 11 and above
- Build and maintain an active alumni community, including events and initiatives, to support networking and mentoring opportunities for current learners.
- Work collaboratively with teaching staff, SENCOs, therapists, and families to ensure joined-up, holistic support, including attending phase transfer EHCP reviews

- Work closely with the Work Experience Co-ordinator, ensuring compliance with health and safety regulations and providing support and guidance to learners throughout their placements
- Liaise with local businesses to identify and create opportunities for our pupils, including work experience, organising and running trips out of school to take advantage of these opportunities
- Build and maintain a database of contacts with a range of individuals and employers willing to share information about their careers
- Oversee a Preparation for Adulthood curriculum, including Independent Travel Training, with a possible teaching responsibility
- Co-ordinate the delivery of the careers programme with all key stakeholders, both internal and external
- Collaborate with subject departments to design and implement career-related activities tailored to specific subject areas
- Raise learner aspirations by providing careers information through dedicated careers spaces and displays placed throughout school
- Conduct exit interviews for natural school leavers
- Adhere to all school policies and procedure
- Carry out duties in relation to the above as directed by the Headteacher or Principal.
- To undertake such other duties and responsibilities that may be required from time to time.

School wide responsibilities

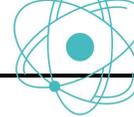
- To understand and implement the duties and responsibilities arising from the Children Act 2004 and working together in relation to child protection and safeguarding.
- To report any concerns regarding safeguarding and child protection to the Designated Person immediately.
- To attend appropriate courses and disseminate skills learnt to the rest of the staff.
- To undertake such other duties and responsibilities that may be required from time to time.

Safeguarding recruitment statement

- Gretton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.
- Applicants must be willing to undergo child protection screening, including enhanced checks with employers and the Disclosure & Barring Service.
- We aim to be a fair employer and are committed to equal opportunities. Gretton School does not discriminate against employees on the basis of any protected characteristic and actively welcomes a rich and diverse workforce.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<p>A minimum of GCSE grade C Maths and English or equivalent</p> <p>Full clean driving licence (business insurance will be required)</p>	<p>Level 6 Diploma in Careers Advice and Guidance, or willingness to work towards this</p>
Experience	<p>Experience of working with children and young people with a range of special educational needs</p> <p>Administration experience and have good working knowledge of ICT equipment and resources</p>	<p>Working within the careers sector</p> <p>Organising trips e.g. careers fairs / interview days</p>
Knowledge & Skills	<p>Skilled and knowledgeable around building and sustaining effective working relationships with children and young people</p> <p>Awareness and understanding of special educational needs, particularly Autism</p> <p>Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks</p> <p>Prioritise and organise workload to meet deadlines</p> <p>Competent with common IT systems, e.g. Google</p> <p>High standards of communication (verbal and written)</p>	<p>Knowledge and understanding of students with a PDA profile</p>



	<p>Ability to lead and work as a member of a team to achieve agreed objectives</p> <p>Ability to establish and develop strong relationships with stakeholders</p> <p>Ability to handle confidential information sensitively, and knowledge of relevant data protection practices</p> <p>Knowledge of further education and higher education</p>	
Personal Qualities	<p>Strong interpersonal and networking skills</p> <p>A passion for supporting children and young people with autism to maximise their potential and motivate and inspire them</p> <p>To communicate effectively with all staff, learners, parents/carers and external agencies</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>The ability to remain calm in stressful situations and support other staff or children and young people at times of difficulty or in demanding situations</p> <p>Ability to define, recognise and maintain professional boundaries</p> <p>A commitment to Safeguarding</p>	
	<p>Children and maintaining confidentiality</p> <p>Ability to act on own initiative</p>	

What Our Staff Say...

"I get out of bed every morning because of the young people I work with, but I stay in school through all the challenges because of the team of staff constantly acting as a safety net for each other. By working around staff who care about each other, students are invited into conversations and shown examples of positive relationships. I've never felt more supported, and I can't recommend working here enough."

"The school is like a big family and I feel privileged to be part of it. The class sizes are very small and so we know each student as a person."

"It's a very personal place and therefore attracts very special people to work here. The staff are incredibly calm and caring and think carefully and creatively about how they can best help the students on their academic, social and emotional journeys."

"I have the utmost respect and admiration for our staff body who are the backbone and help make Gretton the special place that it is."

"Not only does the school provide great challenges and opportunities for teachers in terms of curriculum development and planning but also it provides a great sense of pride and achievement in your work. In the twenty years that I've been a teacher, I've not worked anywhere where you feel so valued for your skills and ideas."

