



QUEENS' SCHOOL

Dare to be Great

Careers Co-ordinator Job Description

Post title: Careers Co-ordinator

Reporting to: SLT

Purpose: To co-ordinate a programme of careers education which inspires and informs students' future aspirations

Main Responsibilities: Provide high quality careers information, advice and guidance enabling students to make informed, realistic and aspirational decisions about their future learning and employment pathways; Delivery of the Gatsby benchmarks

Grade: H5, Pro-rata

Hours of work: 35 hrs per week, 8.30am – 4.00pm, term-time only plus 5 days (GCSE and A Level Results Days; Options Evenings, Years 9 and 11; Careers Evenings)

30 minute lunch break

Leadership and management

- To develop and implement a Careers Plan
- To develop a programme of careers provision throughout the school from Years 7-13
- To provide a comprehensive and impartial programme of CEIAG
- To implement and maintain the Gatsby Benchmarks/Compass
- To co-ordinate Working Shadowing and Work Experience
- To develop and grow the school alumni links
- To annually audit cross-curricular links to Careers
- To plan events to raise the aspiration of the school community including assemblies, visiting speakers, tutor time activities, university visits, Inspiring Futures Days and the Careers Fair
- To update the CEIAG section on the website and on social media
- To lead and deliver INSET relevant to Careers
- To liaise with outside agencies to arrange personalised meetings for students
- To gather, analyse and share destinations data
- To lead on the use of Unifrog careers platform across Key Stage 3 and 4

General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- Minibus driver
- First aider
- Fire Marshall

Training & development of self

- Set personal targets and take responsibility for own continuous professional development
- Attend and update the appropriate training to your role: Careers

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	Date

January 2026