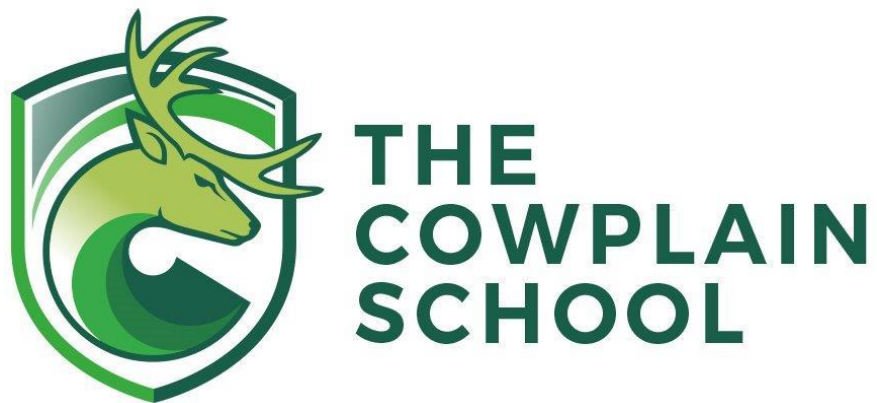




APPLICATION PACK:

Careers Leader



Careers Leader

Grade C (range equates to £13,880 to £14,463 per annum)
22½ hours per week, 40 weeks per year (worked 3-5 days per week)

The Cowplain School is seeking to appoint a skilled and enthusiastic Careers Leader to lead and develop our Careers Education, Information, Advice and Guidance (CEIAG) programme across Years 7–11. This is an exciting opportunity for someone who is passionate about ensuring that all young people are supported to understand their options, develop their aspirations and prepare successfully for their next steps.

The successful candidate will play a key role in ensuring that our careers provision is ambitious, inclusive and fully compliant with statutory requirements and the Gatsby Benchmarks. You will work closely with senior leaders, staff, students, parents and external partners to develop a coherent whole-school careers programme that provides meaningful encounters with employers, further and higher education, apprenticeships and the wider world of work.

You will take a strategic lead on the development and quality assurance of our careers programme, including work experience, employer engagement, careers events and assemblies, provider access and destinations tracking. You will also oversee the effective use of Unifrog and other careers systems to support students' careers learning, guidance and post-16 and post-18 transitions.

The role will involve building strong relationships with employers, colleges, universities, apprenticeship and training providers and other external organisations. You will also work closely with subject leaders, tutors, the SENDCo and pastoral teams to ensure that careers education is accessible and relevant to all students, including those who may require additional support.

Previous experience of working with young people in a secondary school or similar setting, coordinating projects and working with a range of stakeholders would be advantageous. Experience of work experience coordination, employer engagement and careers platforms such as Unifrog or Compass+ would also be desirable.

Applicants should have a strong understanding of careers guidance, the Gatsby Benchmarks and Provider Access Legislation, together with knowledge of post-16 and post-18 pathways, including apprenticeships and technical education. A Level 6 Careers Leader qualification is desirable, although applicants who are willing to achieve this within an agreed timeframe will also be considered.

We are extremely ambitious for our students and are committed to ensuring that every young person leaves Cowplain with the knowledge, skills and confidence to make informed decisions about their future. We are looking for someone who shares this ambition and who can develop positive relationships, manage competing priorities effectively and bring energy and creativity to our careers provision.

We offer all members of staff a full induction programme and significant opportunities to develop their expertise. Colleagues at the school work together to support each other and we have an active wellbeing committee.

The application pack and application form are accessible via <https://www.cowplainschool.co.uk/about-us/vacancies/>. If you have any queries, please email a.simmons@cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Thursday 15th October 2026 at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Join us on our journey to excellence!

Thank you for your interest in the post of **Careers Leader** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

This is an exciting time to be joining the school; I took up the post of Principal in 2013 and am looking for a Careers Leader to join myself; a superb leadership team; a committed staff and a knowledgeable governing body to take the school forward.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school.

Thirdly, like all schools, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school. Results have already improved dramatically but we want to improve them even further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal: a.simmons@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Principal



Information for applicants

Pay scale – Grade C (range equates to £13,880 to £14,463 per annum)

Hours of work – 22½ hours per week, term time only (40 weeks per year). Actual hours of work to be decided, worked 3-5 days per week.

If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email on a.simmons@cowplainschool.co.uk or post to:

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Job Description

Post Title: Careers Leader

Grade: C

Responsible to: Assistant Headteacher (Careers)/Principal

Purpose:

To lead, develop, and quality assure the school's statutory Careers Education, Information, Advice and Guidance (CEIAG) programme for students in Years 7–11.

The postholder will ensure the school meets statutory requirements and best practice, including the Gatsby Benchmarks, Provider Access Legislation (PAL - Baker Clause), work experience, destinations data collection, and alignment with the Skills Builder Framework, making effective use of Unifrog as the school's careers platform.

The Careers Leader will work strategically with senior leaders, trustee, Trust colleagues and external partners to ensure all students receive high-quality, inclusive and aspirational careers guidance.

Key Responsibilities

1. Strategic Leadership and Accountability

- Lead the strategic development, implementation and evaluation of the school's CEIAG programme in line with DfE statutory guidance and Gatsby Benchmarks
- Advise the Senior Leadership Team on CEIAG policy, priorities, resourcing and impact
- Produce, implement and review the annual Careers Development Plan
- Ensure the school's Careers Programme is published on the website and kept up to date
- Report on CEIAG impact and compliance to governors, senior leaders, Strategic Careers Lead and Ofsted as required
- Ensure full compliance with Provider Access Legislation (PAL), including publication and implementation of the Provider Access Statement
- Work collaboratively with the Careers & Enterprise Company, Enterprise Adviser and Careers Hub (where applicable)

2. Programme Management and Quality Assurance

- Plan and coordinate a whole-school coherent CEIAG programme across, including:
 - Careers lessons and tutor activities
 - Employer encounters and workplace experiences
 - Work experience (planning, delivery, safeguarding and evaluation)
 - Careers events, assemblies and collapsed timetable days
- Monitor and evaluate provision across all eight Gatsby Benchmarks, using Compass+ and other quality assurance tools
- Ensure all students have access to independent, impartial careers guidance, including targeted support for vulnerable and SEND learners
- Track and monitor student engagement in careers activities and one-to-one guidance
- Manage the careers budget and resources effectively
- Undertake relevant CPD to maintain professional knowledge and statutory compliance
- Complete and partake in review processes

3. Coordination and Delivery

- Lead the effective use of Unifrog to support careers learning, guidance, post-16/18 transitions and parental engagement
- Coordinate the delivery and use of labour market information (LMI) across the curriculum
- Embed the Skills Builder Framework within careers provision and wider curriculum links
- Work with subject leaders and the RSHE lead to integrate careers learning across subjects
- Identify students requiring additional careers support in collaboration with tutors, SENDCo and pastoral staff
- Manage referrals to the independent Careers Adviser
- Oversee careers communications with students, parents/carers and staff
- Maintain accurate and up-to-date careers information on the school website

4. Work Experience and Employer Engagement

- Plan, coordinate and quality assure meaningful **work experience** and workplace encounters
- Establish and maintain strong partnerships with local and national employers
- Ensure all employer encounters are purposeful, inclusive and aligned to Gatsby Benchmark 5
- Support employer engagement activities, including mentoring, talks, mock interviews and careers fairs

5. Partnerships, Destinations and Data

- Build and sustain effective partnerships with:
 - FE colleges, sixth forms, apprenticeship and training providers
 - Universities
 - Employers and business networks
- Ensure providers of technical education and apprenticeships have appropriate access to students
- Collect, analyse and report intended and sustained destinations data for all leavers
- Work with the local authority and Trust to support statutory destinations tracking
- Develop and maintain an alumni network to support careers education



Person Specification

Qualifications and Experience

- Level 6 Careers Leader qualification (or willingness to achieve within an agreed timeframe)
- Experience working with young people in a secondary school or similar setting
- Experience of leading or coordinating projects and working with multiple stakeholders
- Experience of work experience coordination and employer engagement
- Experience using Unifrog, Compass+ or similar careers platforms

Knowledge and Understanding

- Strong understanding of statutory careers guidance, Gatsby Benchmarks and Provider Access Legislation
- Knowledge of post-16 and post-18 pathways, including apprenticeships and technical education
- Understanding of SEND and inclusion in careers guidance
- Awareness of safeguarding, equality and data protection requirements

Skills and Competencies

Communication

- Excellent written communication, including reports and statutory returns
- Confident verbal communicator with pupils, parents, staff and external partners

Organisation and Management

- Highly organised with strong time-management skills
- Ability to manage competing priorities and meet deadlines
- Accurate handling of data, monitoring and reporting

Digital Skills

- Confident use of ICT and online platforms to support careers delivery and administration

Interpersonal Skills

- Ability to build effective, professional relationships
- Collaborative team player with the ability to work independently
- Skilled negotiator when working with providers and employers

Personal Qualities

- Proactive, flexible and solution-focused
- Calm under pressure
- Creative in designing engaging careers activities and resources

Safeguarding, Equality and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children and young people
- Commitment to equality, diversity and inclusion
- Understanding of confidentiality and data protection legislation
- Commitment to ongoing professional development and supporting staff training where appropriate