

## Candidate Pack

# Head of Careers

## Autumn 2025





# About Us

Godolphin is a distinguished school with an extraordinary legacy spanning nearly three hundred years. Our school provides an inspiring environment for learning, discovery and personal growth, welcoming young people aged three to nineteen years. We embrace a holistic approach to education, emphasising curiosity, intellectual growth, practical skills and critical thinking.

Our progressive philosophy reflects our commitment to fostering an inclusive and diverse educational environment, equipping all pupils for the challenges and opportunities of modern society.

In an exciting development, Godolphin has recently moved to co-education, welcoming boys into our community. We believe this change will bring numerous benefits, including greater diversity of thought, enriched collaborative opportunities and better preparation for pupils for the realities of life beyond school.

At Godolphin, we strive to cultivate a culture of excellence, empowering every young person to explore their talents, broaden their perspectives and unlock their full potential.

Our core values - ambition, authenticity, courage, and kindness - are embedded in every aspect of school life and form the foundation of our empathic culture. Our mission is to support every pupil on their journey to adulthood, providing them with the skills and resilience necessary to confront life's challenges and make a positive impact on the world. Godolphin offers all young people the opportunity to explore and develop their own personal narrative.

Godolphin is part of United Learning, a large and growing group of schools aiming to offer a life-changing education to children and young people across England. United Learning is now a diverse nationwide group of over 85 state and 14 independent schools, each with its own unique character and ethos. While the founding independent school group is now smaller than the academies side, the Group is very much a partnership of equals and the fundamental aims are the same – beginning with excellence in education for children and young people.

As a large group of schools, United Learning (the Group) believes it can offer more to staff, pupils and the wider community than Godolphin could provide as a standalone school. With common 'back office' systems for finance, HR and management information as well as central procurement and specialist estate management and HR support, the Group offers efficiency and effectiveness while also adding significant value in supporting schools and helping them to accelerate progress.



Co-educational from  
**2025**



**20%**  
HM Forces  
discount

Average  
value  
added  
**+ .8**  
Grades

GCSE 2024

**87%**  
University  
of choice



Digital  
Learning



*"One of the most welcoming, utterly transparent, genuine and delightful schools, Godolphin is refreshingly down to earth. Parents work hard to send their children here and greatly value the opportunities it has to offer"* Talk Education 2024

Extensive  
bus routes  
and only  
1 hour  
from  
international  
airports



Future  
Skills  
Programme



**Mixed sports**  
from September 2025

Athletics  
Basketball  
Cricket  
Running  
Football  
Hockey  
Lacrosse  
Tennis  
Swimming



*"Surround-sound  
pastoral care"*  
Good Schools Guide



A-level  
Politics  
from  
Sept.  
2025



Bright  
Futures  
Careers  
Programme



**United Learning**  
The best in everyone™

Duke of  
Edinburgh's  
Award



Godolphin  
Alumni  
Network



25 years of  
Combined  
Cadet Force



LEITHS  
ACADEMY



Australia  
and Chile  
exchange programmes



Scholarships  
Academic  
Art  
Drama  
Music  
Sport

Average  
value  
added  
**+ 1.5**  
Grades  
Biology  
PE

A-level 2024

*"Pupils of all ages, needs and abilities demonstrate excellent attitudes to learning and are engaged and productive in lessons and clubs. This exemplary, positive approach comes naturally to them due to the studious and collaborative ethos in the school"* ISI report 2023

**77%**  
A\*-B  
A-level 2024



Average  
value  
added

**+ 1.5**  
Grades  
Biology  
PE

A-level 2024

Under-19  
Lacrosse

2nd of 48  
at National  
Schools  
Championship  
2024



**52%**  
A\*-A  
A-level 2024

A-level 2024

International  
university  
places

**Tufts**  
UNIVERSITY  
**ie**  
UNIVERSITY  
Madrid

*"'Surround-sound pastoral care,' agree parents, 'woven throughout school life.' Highly nurturing and inclusive environment, in which pupils are genuinely known and appreciated as individuals by everyone from SLT to catering staff. 'The personal touch stands out'"*  
Good Schools Guide 2024

**87%**



University of choice A-level 2024

25 Years of  
Combined  
Cadet Force



**20%**  
HM Forces  
discount



Scholarships  
Academic  
Art  
Drama  
Music  
Sport

Future  
Skills  
Programme



TE Awards for  
Innovation in  
Education  
2024 Winner



LEITHS  
ACADEMY



**100%**  
A\*-A  
Biology  
Economics  
PE  
A-level 2024

A-level 2024



**United Learning**  
The best in everyone™

Mentoring,  
Leadership  
and  
Volunteering



Bright  
Futures  
Careers  
Programme



A-level  
Politics  
from  
Sept.  
2025



Godolphin  
Alumni  
network



University destinations

University of Oxford  
University of Cambridge  
Royal Holloway London  
University of Nottingham  
University of St Andrews  
Durham University  
UCL  
University of Exeter  
King's College London  
University of Warwick  
The University of Edinburgh

Scholars'  
Programme




*"Pupils of all ages, needs and abilities demonstrate excellent attitudes to learning and are engaged and productive in lessons and clubs"*  
ISI Report 2023

# Moving to co-education

*September 2025*





A blue-tinted photograph of a brick building with a flag featuring a crest. The building has multiple windows and a central arched entrance. A flag with a crest is flying from a pole on the left side of the building. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

*ISI Report 2023*

# The Department

Careers education is embedded throughout Godolphin, already scoring around 90% on the Gatsby benchmark. Students are invited and encouraged to consider next steps throughout the school and evaluating not just decisions to be made, but also how they might make those decisions and the support that they may need at different stages. Support via 1:1 guidance interview is increased in relevant year groups, and is tailored to A-Level, Degree, Degree Apprenticeship and wider routes at the appropriate ages.

Although the department is led by the Head of Careers, a great many staff contribute to the programme. Careers support is integrated into the PSHE curriculum and embedded into the Future Skills programme in conjunction with a wide range of valuable employment skills. Work shadowing is also valued and integrated into the year 10 and 12 calendar, along with Mock interviews and whole year group careers events, including employer carousel and Q and A sessions.

The importance of Careers education is huge, rivalled only by the variety of creative ways in which it can be taught. We are looking for someone with creative and innovative ideas to continue this fresh and varied tradition at Godolphin.





# The Role

Hours	22.5 hours per week Term- time plus 1 week (35 working weeks)
Salary	Competitive, based on qualifications and experience

Are you passionate about guiding young people towards fulfilling careers? Do you thrive on helping pupils unlock their potential and make informed decisions about their futures? If so, we want you to join our team as a **Head of Careers** at Godolphin!

As our **Head of Careers**, you will play a vital role in supporting pupils from **Key Stage 3 to Key Stage 5**, helping them explore career pathways, apprenticeships, further education, and employment opportunities. You will provide **one-to-one guidance**, deliver engaging workshops, and collaborate with teachers and external partners to ensure pupils receive the best possible careers education.

If you're ready to inspire the next generation, we'd love to hear from you!

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.



## Job Description

Role	Head of Careers
Reports to	Deputy Head
Department	Academic
Relationship	
The post holder is accountable to the Deputy Head in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

## Purpose of the Role

To lead and develop our whole-school careers and higher education programme, inspiring and supporting pupils as they explore their post-16 and post-18 options, including UCAS, Oxbridge, apprenticeships, and beyond.

## Duties & Responsibilities

- Support the Head of Sixth with UCAS/Apprenticeship applications including personal statement support, reference writing, and application tracking
- Coordinate Oxbridge and Early Entry preparation programmes alongside the Head of Sixth
- Provide up-to-date, accessible career information, assisting pupils with decision-making, planning, and managing career changes
- Organise and deliver pupil finance workshops and higher education visits
- Develop resources and tools to enhance self-awareness, career readiness, and employability skills
- Facilitate workshops, seminars, and events to improve pupils' understanding of the world of work, CV writing, and interview preparation
- Develop and oversee work experience programmes, enrichment opportunities, and external careers services
- Manage careers platforms such as Unifrog and oversee Careers Fairs or equivalent
- Support Fifth Year pupils as they transition to Godolphin Sixth study
- Ensure careers provision meets the Gatsby Benchmarks and reflects best practice in independent education
- Build and maintain strong links with universities, apprenticeship providers, and employers
- Deliver careers education sessions, assemblies, and one-to-one guidance where needed generating personalised action plans to support pupil progression



- Support pupils in securing meaningful work-related learning opportunities, including work placements and internships
- Mentor and inspire pupils to participate in community-based volunteering, fundraising, and social action projects
- Contribute to the Future Skills programme in the delivery of Careers education

## Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
  - **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
  - **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
  - **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
  - **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

## Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

## Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Application Form
	Level 6 Diploma in Career Guidance and Development (or willingness to work towards)	Essential	Original Certificates
Work Experience	Experienced in working with secondary or post-16 pupils in a guidance or careers role	Essential	Application Form  References
	Experienced in supporting students through highly competitive application processes, such as Oxbridge or early entry courses	Essential	
	Experience in Independent Schools	Desirable	
Skills and knowledge	Excellent communication skills in all forms	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Keeps abreast of labour market trends, employer requirements, and career guidance best practices	Essential	
	Knowledgeable about a wide range of post-16 and post-18 pathways, including UCAS, Oxbridge, apprenticeships, and alternative routes	Essential	
	Actively engages with Higher Education providers to determine best application choices	Essential	
	Familiarity with Gatsby Benchmarks and relevant statutory career guidance standards	Essential	
	Strong interpersonal and communication skills for mentoring and collaboration	Essential	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work with all MS Office 365 applications	Essential	
	Proficiency in platforms such as Unifrog and iSAMS	Desirable	
	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form



<b>Personal Qualities or Skills</b>	Enthusiastic, pupil-focused, and able to inspire young people to fulfil their potential	Essential	Driving Licence check
	Actively engages in professional development, attending relevant CPD events and collaborating with peers in other schools	Essential	
	Excellent organisational skills with the ability to manage multiple priorities	Essential	
	Commitment to supporting young people's personal growth and employability	Essential	
	Full clean driving licence	Desirable	



# HOW TO APPLY

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

## Interviews

The closing date for applications is **07 September 2025**. This vacancy will close as soon as sufficient applications have been received. Interviews will take place during the recruitment process.

## Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

## Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email [hr@godolphin.org](mailto:hr@godolphin.org)

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.





## Helpful Links

Godolphin Website - <https://www.godolphin.org/>

Work with us - <https://www.godolphin.org/community/vacancies-1>

Staff profiles - <https://www.godolphin.org/school-life/staff-list-1>

Prospectus - <https://www.godolphin.org/admissions/prospectus>



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Aug 2025

Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.