

Hanley Castle High School

Part of The Hanley and Upon Educational Trust

Careers Leader and Head of Work-Related Learning Application Pack





CONTENTS

About Hanley Castle High School	3
About the Hanley and Upton Educational Trust.....	4
Key Information.....	5
Job Description	6
Person Specification.....	9





About Hanley Castle High School



Hanley Castle is a small village just north of Upton-upon-Severn, in an area of outstanding natural beauty east of the Malverns. Within an hour's drive lie Worcester, Hereford, Gloucester and Cheltenham. The village is unspoilt and has an ancient church and public house beside an old Cypress tree. Black and white houses abound, and there is a wonderful sense of timelessness and peace which creates a special atmosphere.

Hanley Castle is a mixed 11-18 comprehensive school of approximately 1,114 students, including a flourishing sixth form. We gained academy status in 2011 and in April 2017 our articles of association as an academy were amended to form the Hanley and Upton Educational Trust, a multi-academy trust (MAT). This formalised existing close links with Hanley Swan, Kempsey and Welland primary schools.

We were visited by Ofsted in March 2023. The full report can be accessed via their [website](#), but findings included:

- Students at Hanley Castle High School benefit from an ambitious curriculum for all.
- Students, including students in the sixth form, work hard and achieve well.
- Students respect others, including those different from themselves. They are courteous to each other and to adults.
- There are warm relationships between staff and students.
- Leaders support students who are vulnerable with sensitivity and tenacity.
- Teachers explain new ideas and concepts accurately and precisely so that students build their knowledge in manageable steps. They are skilled at deepening students' understanding.
- Staff are ambitious for students with special educational needs and/or disabilities (SEND).
- Leaders know the school well and make sure that staff are well trained for the jobs that they do.

However, this does not tell the whole story. As a school we have never compromised our beliefs and values to suit Ofsted. Our curriculum, pastoral organisation and ethos are all designed to ensure that we do what is right for our students, whatever the external pressures may be.



ABOUT THE HANLEY AND UPTON EDUCATIONAL TRUST

OUR MISSION

We aim to be the Trust of choice, working in partnership with the families in our area. As a community of distinctive schools, we are united by our common purpose:

To create a school culture in which every individual feels valued, respected, and encouraged to make a positive contribution to the world.

Our ambition is that our children and young people:

Belong to a happy, safe and caring community where equality, diversity, and service are celebrated.

Aspire for excellence. Regardless of background and prior learning experiences, all are encouraged to fully develop their talents and abilities within and beyond our rich curriculum.

Achieve their full potential and leave the care of the partnership with the skills and personal qualities required to understand the world, contribute to society, and change it for the better.

HOW WE WORK

ANCHOR INSTITUTION

We are proud to serve our unique local communities. Working with families and local organisations, we nurture our children and young people to become responsible citizens. We are committed to our inclusive approach to education, and to working in an environmentally sustainable way.

ALIGNED AUTONOMY

We celebrate each school's unique context, and work together to build our collective professional knowledge and agree core principles, which underpin our Trustees' and leaders' decision making.

ALWAYS LEARNING

We are an outward-facing group of schools that take an evidence-informed approach to education. We know learning isn't just for children and young people; we are driven by our professional curiosity and desire to continuously improve.

PROFESSIONAL FAMILY

We value our strong relationships built on trust, care, respect and open communication. These enable our children, young people, and staff to truly thrive.



KEY INFORMATION



KEY DATES AND APPLICATION PROCESS

CLOSING DATE:

Tuesday 6th January 2026

INTERVIEW DATE:

Week commencing 12th January 2026

START DATE:

As soon as possible.

HOW TO APPLY:

The application form is attached as a separate word document.

Completed application forms should be sent to Sarah Moon, HR Officer by the closing date via moons@hanleycastlehs.org.uk

Curriculum vitae will not be accepted.

ADDRESS:

Hanley Castle High School ,Church End,
Hanley Castle, WR8 0BL

TEL: 01684 593241

Benefits of working for us:

- Secure and competitive pension
- Commitment to professional development for all, including 8 training days per annum
- Access to a cycle to work scheme
- Free on-site parking with EV charging points
- Free access to Westfield Health, Healthy Extras providing:
 - 24/7 telephone access to a practising UK GP
 - 24 Hour Advice & Information Line (including structured counselling sessions)
 - Eldercare Advice
 - Discounts and offers at hundreds of retailers, restaurants and destinations
 - Gym discounts

Safeguarding Statement:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

Online searches are now undertaken on all shortlisted candidates, for safeguarding suitability, as part of the due diligence.

References are obtained, before interview wherever possible, which include specific enquiries about the applicant's background in relation to safeguarding.



JOB DESCRIPTION

Careers Leader and Head of Work-Related Learning

Post:	Careers Leader, Head of Work-Related Learning
Terms and Tenure:	Permanent, 37 hours per week. Term Time only plus 12 days (including 8 Professional Development Days and exam results days) Salary Grade: SO2, SCP 26 -28. Dependent on experience. FTE £37,280 - £39,152 per annum Actual Salary Range £32,683- £34,324 per annum
Line Manager:	Assistant Headteacher – Head of Sixth Form
Staff supervised:	None
Date:	December 2025

OBJECTIVES OF THE POST

- To lead and organise the delivery of CEIAG, careers teaching and work-related learning in order to maximise the life chances of all students.
- To advise and support individual students and parents regarding appropriate provision/curriculum and further education or training pathways.
- To oversee the administration of work experience for all Year 10 and Year 12 students, plus work experience placements as vocational aspects of courses run in school.
- To oversee the administration of experience of the workplace for all years
- Develop knowledge and expertise in CEIAG in order to ensure the delivery of impartial careers advice for all.
- To work with the Assistant Headteacher and Heads of year in the early identification of students at risk of NEET and to implement action plans of support, as appropriate.
- To work with SENDCO to support vulnerable groups including LAC and SEND

MAIN DUTIES

LEADERSHIP

- Advising senior leadership on policy, strategy and resources for CEIAG
- Reporting of CEIAG to Senior leaders
- Review and evaluation of CEIAG utilising Compass plus and Careers Internal Leadership review
- Preparing and implementing a CEIAG development plan

MANAGEMENT	<ul style="list-style-type: none"> • Create, implement, monitor and review an embedded programme of career education and work-related learning that is known and understood by students, teachers, governors and employers. • Ensure that pupils and parents have access to good quality information about future opportunities in education, training or employment. • Ensure personalised advice and support for students. • Ensure opportunities to link curriculum learning to careers and the world of work. Co-ordinate with the STEM and PSD leaders to ensure students appreciate the importance of STEM subjects for maximising employment options. • Facilitate meaningful encounters for all students with employers • Ensure that all students have first-hand experience of the workplace including a work experience placement in Y10 and Y12. • Fulfil all external accreditation requirements, including working towards the Gatsby Charitable Foundation Benchmarks, the “Quality in Careers” award and EQALEX modern work experience framework. • Provide advice to students and parents regarding pathways. • To be financially accountable for the Careers budgets. • To attend Parent Consultation and Information Evenings as required, speaking with parents and interested parties as appropriate. • To use the school RONI data to identify students at risk of NEET and to support these students by implementing individual action plans aimed at securing the next phase of their education and/or training. • To maintain effective monitoring and tracking of all students making phase transitions and to liaise with employers, provision providers, parents and appropriate school staff as required. • To provide an advocacy service for students by working closely with them to overcome difficulties and barriers preventing access to provision. • To take an active role in enhancing the school’s CEIAG provision, championing student and parent perspectives. • To offer support and guidance to students on GCSE and A Level results days as appropriate.
CO-ORDINATION	<ul style="list-style-type: none"> • Co-ordinate meaningful encounters with providers of the full range of learning opportunities.
NETWORKING	<ul style="list-style-type: none"> • Maintaining and developing the school’s relationships and use of external agencies, including the Enterprise Adviser, the Careers and Enterprise Company, the Worcestershire LEP Careers Hub and Worcestershire Early Careers Hub. • Ensuring that the school accesses all available funding for CEIAG • Follow local and national developments in CEIAG in order to maintain up-to-date impartial IAG for all students.

WHAT THE CAREERS LEADER AND HEAD OF WORK-RELATED LEARNING CAN EXPECT FROM THE LEADERSHIP TEAM:	
	<ul style="list-style-type: none"> • As much support, advice and guidance as required. • An honest and realistic assessment of their performance. This would involve: • An annual review meeting. • Provision of whole school performance data. • Individual time with the Head – annually at his/her instigation. • Assistance with their career and professional development, both internally and externally. • A personal relationship that values them as a person and accepts their professionalism. We expect a mature, sensible approach to work which means that when there is work to be done it is done. • An opportunity to contribute to the general running of the school by offering a forum to voice her/his views.
OTHER	<p>The post holder will be expected to work constructively as part of a team.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
HEALTH AND SAFETY	<p>The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the LA and School's policies on health and safety.</p>
COMMITMENTS	<p>Commitment to the community ethos of the school, helping to promote appropriate behaviour and correct uniform wearing when dealing directly with pupils and to Equal Opportunities.</p>





PERSON SPECIFICATION

Careers Leader and Head of Work-Related Learning

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Training	<p>Level 2 qualification (5 GCE or GCSE Grade A-C or equivalent).</p> <p>Evidence of further training / study and CPD.</p> <p>A commitment to professional development</p> <p>Willing to work towards a Level 6 diploma in Career Guidance and Development.</p>	<p>Level 6 Diploma in Career Guidance and Development</p>	<p>Application form, Certificates</p>
Experience and Knowledge	<p>Experience of leading projects/initiatives in a whole school setting</p> <p>Organise and develop effective systems</p> <p>Successful experience of managing areas and projects</p> <p>Experience of working collaboratively with stakeholders at all levels</p> <p>Experience relevant to the role</p> <p>Knowledge of the content, structure and processes of role</p> <p>Good working knowledge of the education system across all Key stages</p> <p>An understanding of work-related learning and qualifications.</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation including GATSBY benchmarks</p>	<p>Knowledge of the local support agencies and establishments.</p> <p>Experience of setting up work experience placements.</p> <p>Knowledge and Experience of IAG/Careers advice.</p> <p>Experience of working with, and having empathy with, young people, some of whom may display challenging behaviour or be socially or emotionally vulnerable.</p>	<p>Application form, Interview, References</p>
Skills and Abilities	<p>Excellent interpersonal and communication skills.</p> <p>Communicate effectively with students, parents and other colleagues at all levels orally and in writing</p>	<p>Experience of communicating with young people and their families, some of whom may display challenging behaviour or be socially</p>	<p>Application form, Interview, References</p>

	<p>Relate to young people</p> <p>To be able to use initiative, and have well developed analytical and problem-solving skills</p> <p>Able to work efficiently and harmoniously with a wide range of people, sometimes under considerable pressure.</p> <p>Well organised and efficient time manager.</p> <p>To be able to monitor and evaluate procedures effectively</p> <p>To be able to represent the school on or off site and have an understanding of the importance of the school within the community</p> <p>Ability to organise own workload.</p> <p>Skills to use MS Office package to produce correspondence and reports as required and maintain a database of student participation.</p> <p>Able to interpret data</p> <p>Prioritise and plan to ensure completion of tasks</p> <p>Ability to work on own initiative</p> <p>Actively engages with developments in careers related learning and policy changes</p>	<p>or emotionally vulnerable.</p> <p>Ability to interact and motivate disengaged students.</p>	
Other Factors	<p>To respect confidentiality at all levels.</p> <p>It is essential that the post holder displays a commitment to equal opportunities and safeguarding issues.</p> <p>Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines</p>		Interview, References