



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

CAREERS ADVISOR
PERMANENT, TERM-TIME ONLY
SEPTEMBER 2026



[STEDMUNDS.ORG.UK](https://stedmunds.org.uk)



THE SCHOOL

OVERVIEW

We are currently a 2–18 independent co-educational day and boarding school that fosters a family atmosphere, values the individual, and offers a wide range of opportunities to pupils, whatever their interests or strengths. Set in a historic location overlooking the City of Canterbury, the school benefits from a diverse community of day and boarding pupils who contribute to a rich and inclusive environment. Academic achievement is supported alongside strong co-curricular involvement, and pupils are respectful, inclusive, and collaborative—helping to create a happy and cohesive school community. The School is located at the top of St Thomas Hill and enjoys impressive views over the city. The Pre-Prep, Junior, and Senior Schools all share the same site.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to succeed.

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Careers Advisor
TYPE OF POST	Part Time/Term-Time only (Permanent)
HOURS	22.5 hours per week
GRADE	Pay Range - £28,398 - £32,572 pro-rata (£14,705 - £16,867) actual

POST & DEPARTMENT

ABOUT US	<p>St Edmund's School, Canterbury is a vibrant and forward-thinking independent school for pupils aged 2–18, committed to helping every young person achieve their full potential. We combine academic ambition with a strong emphasis on personal development, wellbeing, and preparing pupils for life beyond school.</p> <p>Set within a supportive and inclusive community, we encourage our pupils to develop the confidence, skills and aspirations needed to thrive in an ever-changing world. Through a broad and enriching educational experience, we empower students to make informed decisions about their future pathways, whether that be higher education, apprenticeships, employment or other opportunities.</p>
ROLE	<p>St Edmund's School is seeking a dedicated and knowledgeable Careers Advisor to lead and deliver a high-quality, statutory-compliant careers education, information, advice, and guidance (CEIAG) programme for students aged 11–18.</p> <p>This is a pivotal role within the school, supporting students to make informed decisions about their future pathways, including further education, apprenticeships, and employment. The successful candidate will work closely with senior leadership, pastoral teams, and external partners to ensure all students receive impartial and up-to-date guidance in line with current government frameworks and best practice.</p>

THE ROLE

KEY RESPONSIBILITIES

- Plan, deliver, and evaluate a comprehensive careers programme aligned with statutory guidance and the Gatsby Benchmarks
- Provide one-to-one impartial careers guidance interviews to students across Key Stages 3, 4, and 5
- Support students with progression pathways including GCSE options, post-16, and post-18 choices
- Maintain accurate student records and destination data in line with statutory requirements
- Develop and maintain strong links with employers, colleges, universities, apprenticeships and training providers
- Organise careers events such as assemblies, workshops, employer encounters, and work experience
- Support teaching staff in embedding careers learning across the curriculum
- Ensure compliance with safeguarding, equality, and data protection policies
- Contribute to ISI readiness by evidencing impact and quality of careers provision
- Contribute to the school's PSHEE programme
- Provide content and news for the school's website and social media

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> Level 6 (or working towards) qualification in Careers Guidance and Development 	
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> Experience working with young people in an educational or advisory setting Strong understanding of UK education pathways, labour market information, and progression routes Knowledge of statutory careers guidance and frameworks (e.g., Gatsby Benchmarks, CDI Framework) 	<ul style="list-style-type: none"> Experience in a secondary school setting (11–18 age range) Experience coordinating careers programmes or events Familiarity with tracking systems and destination reporting
BEHAVIOURS	<ul style="list-style-type: none"> Excellent communication, organisational and interpersonal skills. Ability to provide impartial, student-centred advice. Ability to build positive and professional relationships with students, parents, staff and external partners. Demonstrates empathy, discretion and sound judgement when dealing with sensitive matters. Highly organised, proactive and able to manage competing priorities effectively. A genuine commitment to supporting young people to achieve their aspirations and make informed decisions about their futures. 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application **9.00am Monday 29th June 2026**. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value...

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value...

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value...

EXCELLENCE

Commit to being the best we can be

We Value...

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value...

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

