

## Careers Adviser

### Salary £28,000 - £33,000 pro rata, depending on experience

Thomas Telford School is one of the highest performing comprehensive schools in the country. We expect and strive for the highest standards in everything we do and all staff, in both teaching and support roles, have a part to play.

Due to the development of our Careers Programme, we are looking to bring in a new advisor to our in-house Careers Team, who will work positively and proactively with students, staff, parents and employers, building professional relationships and providing advice and guidance on pathways into further and higher education and employment. This is a varied role requiring high levels of flexibility, organisational skills and excellent communication skills.

The Careers Department is exceptionally well resourced and ideally located in our flagship Reynolds Building on the Thomas Telford School site. The post holder will undertake a range of duties including but not limited to:

- Support the delivery of the Careers and Employability programme at Thomas Telford School
- Interview students to ascertain career aspirations and to support career planning
- Advise on and process applications for higher education
- Aid in the organising of careers visits and presentations
- Attend parents evenings and presentations
- Coordinate student attendance at Careers events
- Organise placements for Year 10 and Year 12 work experience schemes, as well as securing regular work placements for any other students who require them
- Research and develop local Industry Links
- Support the organisation of 'Careers Weeks'
- Provide full administrative support to ensure the efficient running of the Careers department
- Contribute to the safeguarding of children in the School
- Carry out other reasonable tasks as required by the Deputy Head responsible for Careers

#### The successful candidate will:

- Have some experience of working with children and young people, ideally in an advisory capacity
- Set high expectations which inspire, motivate and challenge students
- Demonstrate excellent communication and relationship building skills
- Be highly professional, organised, efficient and able to manage competing priorities and deadlines
- Have a proactive, flexible and respectful approach.
- Be proficient in Microsoft Office packages
- Have knowledge of pathways to further and higher education, training and employment (desirable, although training can be provided)
- A Level 6 Careers Guidance qualification is desirable but not essential. Candidates who already hold this qualification will be appointed at the upper end of the salary range. Applicants without a Level 6 qualification will receive full support to achieve it.

Please download an application form from the website and send to Ian Rawlings Headmaster, Thomas Telford School, Old Park Telford TF3 4NW or email to [hr@ttsonline.net](mailto:hr@ttsonline.net).

**Closing date: Friday 1 May 2026**

All successful candidates will be subject to a DBS check. Informal enquiries to Mrs Flynn, Deputy Head – Careers & Industry Links at Thomas Telford School. Please note this role is term-time only, plus four weeks (to accommodate GCSE and A Level results weeks (three weeks) and one week at Easter).

We look forward to receiving your application.

Ian Rawlings  
**Headmaster**