



Careers, Progression & Work Experience Coordinator

APPLICATION PACK

[Letter from Headteacher](#)

[About St Gregory's Catholic School](#)

[School vision and values](#)

[School intent statement](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

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School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

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School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

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Role description

The **Careers, Progression & Work Experience Coordinator** supports students' future pathways by coordinating the school's careers programme, work experience provision and post-16/18 progression activities. The role builds strong partnerships with employers and education providers, organises key careers and Sixth Form events, and maintains high-quality guidance resources. Central to the role is promoting aspiration, ensuring positive destinations, and contributing to the school's ethos of helping every student achieve their potential.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Participation in overseas and UK school residential trips.
- Generous Pension scheme for all staff – 20.5% employer contribution for support staff
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, insurance and Kent Adult Education courses.
- Flu vaccination reimbursement.
- Eye test subsidy.
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services.
- State of the art Fitness Suite for staff to use free of charge.
- Chapel with opportunities for collective prayer and reflection, welcoming to those of all faiths and none and the opportunity for support from our Chaplain.



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Job description

Job Title:	Careers, Progression & Work Experience Coordinator
Salary Grade:	KRF £29,585 - £32,250 (pro-rata amount), (£32,140 – £35,035 FTE) 2026/27 Salary Range
Hours/Weeks:	37 hours per week, 41 weeks per year (Term-time plus 15 non-pupils' day)
Line Manager:	Head of Sixth Form

Purpose of Job:

To coordinate and develop the school's Careers Education, Information, Advice and Guidance (CEIAG) programme and work experience provision, ensuring students are well prepared for their future education, training and employment pathways. The postholder will promote aspiration, support positive destinations and develop strong partnerships with employers, higher education providers and external agencies.

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Key Duties & Responsibilities

1. Careers Education, Information, Advice and Guidance (CEIAG)

- Coordinate the delivery of the school's careers programme across Years 7–13.
- Support the implementation and evaluation of the school's Careers Strategy.
- Maintain and develop provision in line with the Gatsby Benchmarks and statutory guidance.
- Coordinate careers events, employer encounters, apprenticeship information sessions and higher education activities.
- Develop links with employers, universities, colleges and training providers.
- Maintain careers resources and online platforms, including Unifrog and Compass+.
- Support students in researching career pathways and progression opportunities.
- Monitor and evaluate careers provision, producing reports as required.

2. Work Experience

- Lead the planning, organisation and administration of work experience programmes.
- Develop and maintain relationships with employers and placement providers.
- Ensure compliance with all safeguarding, health and safety and risk assessment requirements.
- Prepare students for placements through employability workshops and guidance sessions.
- Monitor placement quality and gather feedback from students and employers.
- Maintain accurate participation and impact data.

3. Post-16 and Post-18 Progression

- Support students with progression planning, including higher education, apprenticeships and employment pathways.
- Coordinate UCAS processes and key application deadlines.
- Support progression events including Higher Education evenings, Apprenticeship Fairs and Destinations Days.
- Track and analyse destination data to inform future provision.
- Support the school's commitment to raising aspirations and securing sustained positive destinations.

4. Sixth Form Events

- Coordinate progression-focused Sixth Form events, including UCAS evenings, careers fairs and employer engagement activities.
- Organise the school's Year 12 Futures Week.
- Organise the annual Year 11 to 12 Taster Day for the Sixth Form Team.
- Support Sixth Form recruitment events where careers and progression information is required.

Job description

5. Partnerships and Communication

- Act as a key point of contact for employers, universities, training providers and careers organisations.
- Communicate effectively with students, parents and staff regarding careers and progression opportunities.
- Represent the school at relevant external events and networks.
- Source and plan the schedule for guest speakers for the school.

6. Ethos and Wider Contribution

- Support and promote the Catholic ethos and mission of the school.
- Contribute to the wider life of the school, including Open Evenings and careers events.
- Promote a culture where all students are known, loved and called to greatness.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Commitment to supporting the Catholic ethos and mission of the school	E
	Understanding of the distinctive nature of a faith school	D
Qualifications	Educated to A-Level standard or equivalent	E
	Careers qualification (Level 4+ Careers Guidance, CDI qualification or equivalent)	D
Skills, Knowledge & Experience	Experience of working with young people in an educational, training or advisory setting	E
	Experience coordinating projects, events or programmes	E
	Experience working with external stakeholders and partners	E
	Understanding of education, training and employment pathways for young people	E
	Understanding of post-16 and post-18 progression routes, including apprenticeships and higher education	E
	Understanding of safeguarding responsibilities	E
	Excellent organisational and administrative skills	E
	Ability to manage multiple priorities and deadlines	E
	Excellent communication and interpersonal skills	E
	Ability to build relationships with employers, education providers and other partners	E
	Strong ICT skills, including Microsoft Office applications	E
	Experience working within a school or college environment	D
	Experience delivering CEIAG provision	D
	Experience managing work experience programmes	D
	Knowledge of Gatsby Benchmarks	D
	Knowledge of UCAS processes	D
	Understanding of Compass+, Unifrog or similar careers platforms	D
	Experience of analysing and reporting data	D
Personal Qualities	Passionate about raising aspirations and improving outcomes for young people	E
	Ability to work independently and use initiative	E
	Professional, resilient and adaptable	E
	Commitment to inclusion, equality and safeguarding	E

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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 11 September 2026

Interview date: week commencing 14 September 2026

Start date: September 2026

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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