THE SUNDAY TIMES
SCHOOLS GUIDE 2025
INDEPENDENT SECONDARY SCHOOL OF THE YEAR NORTH EAST

DURHAM HIGH SCHOOL

Careers Lead
(Part-Time, 20 hours per fortnight
(0.33 FTE)
Candidate Information

Welcome to Durham High School

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents shine, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve excellent GCSE and A Level results in County Durham.

In December 2025, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer.

Up until several years ago, boys attended Durham High School for their Pre-Prep and Prep education before moving onto different schools. As part of our school's journey towards co-education, boys were welcomed back into our Pre-Prep and prep Department in September 2025 and will join Year 7 to Sixth Form in September 2026.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our latest ISI Inspection found : "Collaborative, positive relationships between pupils and staff throughout the school community support academic success and pupils' wellbeing."

Teachers were praised for helping pupils "to develop strategies to build confidence and self-esteem". Inspectors said: "Relationships between staff and pupils are positive and founded on mutual respect. Staff know pupils well and support them with kindness and understanding."

Our strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.

Mrs Michelle Hill
Headmistress

About Durham High School

Our location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.

Our heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18. From September 2025 we are proud to be a coeducational school.

During the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.

The Position

We are seeking an enthusiastic and skilled Careers Lead to lead and develop high-quality, personalised careers guidance within our small and supportive school community.

This is a key strategic and delivery role, supporting pupils to make informed choices at important transition points and preparing them for future education, training and employment.

The successful candidate will oversee the school's Careers Education, Information, Advice and Guidance (CEIAG) provision, ensuring it is well planned, compliant with statutory guidance and proportionate to the size and needs of the School.

Working closely with senior leaders, teaching staff and external partners, the Careers Lead will deliver a personalised careers programme, provide one-to-one guidance for pupils in Key Stages 4 and 5, and organise careers-related events, employer engagement and work experience opportunities.

The role also includes responsibility for monitoring impact, tracking destinations and supporting staff development in relation to careers guidance.

Hours:

This post is offered on a part-time basis (20 hours per fortnight, (0.33 FTE)) and is a non-teaching position.

Working hours and days are flexible and can be arranged to fit around other professional or personal commitments, while meeting the needs of the role and the School calendar.

Accountabilities

Careers Provision

Careers provision will be delivered proportionately to the size, context and needs of the School.

- Plan, implement and evaluate an annual development plan for Careers linked to the School Development Plan.
- Advise the Senior Leadership Team on policy, strategy and resources for careers guidance, including how these meet the Gatsby Benchmarks.
- Organise planned activities and large events, including a biannual Careers Fair and a biannual Industry Day.
- Develop careers provision across all year groups, including Pre-Prep and Prep.
- Organise regular opportunities and events to raise awareness and aspiration for pupils and parents, including careers talks and assemblies.
- Assist with and attend school trips linked to careers opportunities, as appropriate.
- Evaluate the impact of careers provision using pupil feedback, destination data and Gatsby Benchmark audits, and report outcomes to senior leaders.
- Provide termly reports on careers provision, impact and compliance to the Senior Leadership Team and, where appropriate, Local Advisory Board.

The Position

Careers Advice and Guidance

Careers provision will be delivered proportionately to the size, context and needs of the School.

- Deliver high-quality, personalised careers guidance through individual interviews and targeted support at KS4, KS5 and other year groups where individual students request them.
- Ensure careers guidance is impartial, inclusive and promotes equality of opportunity, actively challenging stereotypes and supporting the needs of all students.
- Following the interview, provide written student action plans, signposting to further information or resources if required.
- Be present on A Level and GCSE Results Days to offer careers advice, guidance and support where necessary.
- Attend Sixth Form Open Evening.

Work Experience Opportunities

- Oversee the work experience programme for Year 11 and Lower Sixth students and support with placements where possible.

Curriculum

- Support the PSHCCE Co-ordinator in the Senior Department to implement and resource a comprehensive careers programme which empowers pupils.
- Support the PSHCCE Subject Lead in Pre-Prep and Prep to deliver careers-based activities as calendared throughout the year.
- Support Heads of Department in facilitating subject-specific visiting speakers relating to careers.

Networking

- Maintain links with local careers agencies and networks to keep abreast of innovative practice in careers guidance.
- Attend local business, careers and networking events, where relevant, to grow the school's network.
- Establish and maintain effective links with parents, carers and relevant organisations (e.g. employers, youth and community agencies), and co-ordinate their contribution to the programme.

Training and Policy

- Keep up to date with current careers guidance, provision and best practice.
- Deliver training sessions to staff to raise awareness of, and confidence in, careers guidance.
- Develop, implement and review the School's Careers Policy, including Provider Access.
- Provide staff training on careers and the Gatsby Benchmarks when required.

Administration, Data and Record-Keeping

- Collate and process data on student aspirations, activities, future choices.
- Track and analyse pupil destinations to inform evaluation of the careers programme and support continuous improvement. Undertake careers-related administrative duties and checks, ensuring documentation is completed accurately
- Oversee the effective use of digital careers platforms and online resources to support pupil guidance, tracking and engagement.

The Position

Promotion of Careers

- When appropriate, celebrate the work of careers and/or pupil successes relating to careers within the School Newsletter and on the school's social media pages, including LinkedIn.
- Promote opportunities and events for relevant students through appropriate channels, including work experience placements.

Budget

- Contribute to preparing an annual budget for CEIAG provision.

The Person

Skills Required

- Ability to work effectively both in collaboration with other professionals/teams and also on own initiative - Essential
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies with sensitivity, tact and diplomacy - Essential
- Strong organisational skills, with a methodical approach and ability to manage competing priorities - Essential
- Good time management, including ability to prioritise and organise own workload and to work to deadlines - Essential
- Able to establish good working relationships with a wide range of stakeholders, including students, colleagues, external organisations and parents/carers - Essential
- Ability to use ICT packages such as intermediate Word, Excel, PowerPoint, One Drive, and Sharepoint - Essential

Experience

- Experience of working with young people - Essential
- Experience of working in a school environment - Desirable
- Experience of providing and producing data and statistical information for analysis - Essential
- Experience of planning, developing and implementing projects and programmes - Essential
- Experience of planning and organising large events - Desirable
- Experience of using Morrisby Careers Platform or similar digital Career Tools - Desirable
- Practical experience of delivering CEIAG or closely related guidance, pastoral or progression support for young people - Essential
- Experience of promoting to and working with multi agencies including voluntary & community groups, training providers, public and private sector organisations - Desirable
- Experience of delivering training and career development workshops to groups - Desirable
- Understanding of statutory careers guidance requirements and the Gatsby Benchmarks - Desirable

Qualifications

- Studied to a minimum standard of GCSE (grade A*-C / 9-4) or equivalent in English and Maths - Essential
- Qualification at A-Level or equivalent - Essential
- Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or NVQ Level 4 in Advice and Guidance (or equivalent), or relevant experience with a clear willingness to work towards an appropriate qualification - Essential

Personal Attributes

- Able to self manage and work to pre-agreed deadlines - Essential
- Focused, determined and action oriented - Essential
- Methodical and precise with excellent attention to detail - Essential
- Honesty and integrity - Essential
- Professional and approachable attitude - Essential
- Reliable and punctual - Essential
- Willingness to learn new skills - Essential
- Self-motivated with a positive ‘can do’ approach to work - Essential
- Able to, on occasion, work outside usual school working hours - Desirable
- Good Sense of Humour - Desirable

How to Apply

Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.

Your application should be addressed for the attention of the Headmistress and sent by email to: headmistress@durhamhighschool.com

Closing date for applications:

Friday 23 January, 9.00am

Interviews will be held week commencing 26 January.

Salary

The role will be paid on DHS Support Staff Scale Point 34 (FTE £35,687.93), which equates to £11,777.02 pro rata.

Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure check.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education ' document (September 2025)

Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.

Benefits

The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils
- Royal London defined contribution pension scheme
- Free onsite parking
- Lunch provided each day during term time
- Up to 50% staff fee remission scheme for staff children from Reception to Sixth Form
- Blue Light reward card
- Access to school counsellor

Galaxy Global EDUCATION

Durham Education Limited is part of The Galaxy Global Education Group and is registered in England, Company No. 15934079

Contact Information

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