



CTK Aquinas
Brockley, SE4 2NL

CTK Emmanuel
Blackheath, SE13 5GE

CTK St Mary's
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Careers and Employer Engagement Officer with a genuine passion in supporting students to achieve their full potential. Join us at **Christ the King (CTK)**, a Catholic Sixth Form for excellence, where students aspire to be the best and to reach the top in their chosen ambitions.

Careers and Employer Engagement Officer (Full Time, Part Year) Start Date: November 2026

Salary range: £38,306 - £42,808 Full Time Equivalent

Actual salary range: £33,793 - £37,765 (for 36 hours per week, 200 days per year)

Inclusive of London Weighting, dependent on experience

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Recently rated Good with Outstanding features by Ofsted. CTK offers exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

An opportunity has arisen to join as a **Careers and Employer Engagement Officer**; to provide expert advice to 16-19-year-old students at this crucial stage of their education and to help them to make considered choices as they progress to university, training or employment at the Aquinas site with a cross-college responsibility of supporting employer engagement.

The college has outstanding progression to University and Apprenticeships, so a good understanding of UCAS and the apprenticeship application process is essential. You should have excellent interpersonal and organisational skills.

As a highly selective catholic sixth form, **CTK Aquinas** specialises in A Level education for young people aged 16-19, offering a challenging and diverse 'Super-Curriculum', across more than 20 A Level subjects. The Sixth Form was rated Good with Outstanding features by Ofsted. Our students are talented, motivated and academically able young people, with high ambitious university and career aspirations

The position is full time, part year, 36 hours per week, across 5 days and part-year for 200 days per year.

We offer a wide range of competitive benefits, including private healthcare, season ticket loans, a ride to work scheme, free on-site parking, free eye tests, a free on-site gym, professional development and training, and generous employer pension contributions

Join us to be inspired, be extraordinary, and be the best you can be.

For details of how to apply and a job description, please visit the vacancies page of our website, <https://www.ctl.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equity, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at recruitment@ctksfc.ac.uk or **02082979433**.

Closing Date: 10am on Wednesday 14th October 2026
Interviews: Friday 16th October 2026

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.

Job Description and Person Specification

Job Title:	Careers and Employer Engagement Officer
Responsible to:	Assistant Principal (Partnerships, Progression and Marketing)
Job purpose:	To provide aspirational information, advice, guidance, career development and work placement opportunities to all students, supporting them to make informed decisions about Higher Education and Work-Related Learning.

The main activities and responsibilities are:

Careers Advice

- Providing information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning.
- The management and administration of Sixth Form UCAS procedures and apprenticeship applications, ensuring that administration processes meet careers department HE application standards.
- Providing and presenting information on progression to students, parents, staff and other Sixth Form stakeholders. Including an online Careers Bulletin and website updates.
- Working with the Assistant Principal to develop careers related activities across the Sixth Form, including the development of the progression related aspects of the pastoral programme.
- Developing and promoting employment, work placements and HE links across the curriculum and assisting in the development of key partnerships. To prepare, support and attend Sixth Form events: Careers Fairs, Industry events, Higher Education fairs.
- Ensuring communication regarding opportunities are shared and take up is high to meet the progression needs of all students.
- Developing and promoting the use of progression related IT/online systems and software across the Sixth Form.
- Contributing to the compilation of the Sixth Form destinations data and assisting in the organisation of the careers conference and other such events.
- Dealing with general careers related correspondence and enquiries.
- Attend appropriate parent/guardian and other stakeholder evenings.
- Administer careers portals, to ensure that students can access information whenever relevant.

- The input of relevant data onto the Sixth Forms' management Information System.

Employer Engagement

- To proactively source suitable work placement opportunities for students.
- Work closely with curriculum teams to identify placement opportunities that meet the needs of students and their courses.
- Generate new employer leads and build relationships with a range of employers for placements through networking, telephone calls, emails, events and other proactive approaches.
- Attend employer, careers and student events to promote work placements and develop new employer contacts.
- To support placement employer retention, you will regularly communicate with new and existing placement employers, providing latest information from the Sixth Forms and seeking relevant new opportunities.

Additional responsibilities

- Taking part in professional development activities including appraisal.
- Promoting equal opportunities for students and staff.
- Support teachers to provide Information, Advice and Guidance as part of course delivery.
- Act as a linked CEIAG advisor to curriculum areas to provide timely, appropriate and accurate Careers, Information, Advice and Guidance to all levels of learners to support success and raise aspirations.
- Liaise with internal and external partners and agencies to ensure a knowledgeable and well-informed service is available to all learners.
- Be responsible for sharing best practice and knowledge throughout the Careers, Information, Advice and Guidance team.
- Provide up to date and knowledgeable Labour Market information and trends to all learners.
- A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- Undertaking other tasks as required by the principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person specification/selection criteria

The post-holder will be expected to have the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms'.
- 2.2 Education/training to degree level or equivalent and level 6 Diploma in career guidance and training (or be open to completing it whilst in role).
- 2.3 A knowledgeable and sound understanding of Higher Education systems and careers education and guidance practices.
- 2.4 Knowledge of the 14-19 curriculum and awareness of the needs of students in this age range.
- 2.5 A keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision-making abilities.
- 2.6 Excellent communication skills and an ability to engage students and staff.
- 2.7 An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders.
- 2.8 A confidence with IT and ability to utilise and take forward IT in relation to careers and higher education guidance.
- 2.9 Energy, enthusiasm, drive and an ability to cope with periods of high volume and the demands on an intensely focussed applications process.
- 2.10 Flexibility, reliability and a high level of organisational skills.
- 2.11 An ability to contribute to and work effectively as part of a cross Sixth Form team.
- 2.12 An awareness of the need for personal and professional development and a willingness to participate in INSET and appraisal.