KING'S COLLEGE SCHOOL
WIMBLEDON



CAREERS ADVISER (L6 OR L7 QUALIFIED)

INFORMATION FOR CANDIDATES



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating almost 1,500 pupils, we currently welcome boys aged 7-18 and girls aged 16-18, and our pre-preparatory school, Wimbledon Common Prep School (WCPS), educates up to 180 pupils aged 4-7. We are excited to be gradually extending co-education throughout the King's Corporation of schools from 2027 at WCPS, from 2029 in the junior school, and from 2033 in the senior school.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact in the world.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to ensuring that ours is a community where each individual feels that they can belong, are central to our ethos.

Likewise, we share a deep commitment to the co-curriculum, which enables our pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.



WELCOME TO KING'S COLLEGE SCHOOL

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our junior school to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Last year, we established a charitable foundation for bursaries with the ultimate aim of becoming need blind as a community, and as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

We are delighted to welcome applications for the role of careers adviser at King's College School, Wimbledon from January 2027, or as soon as possible thereafter. This is a new post, created to bring personal careers guidance in house, so that every pupil from the fourth form upwards receives consistent, recorded guidance from a qualified adviser.

Gatsby Benchmark 8 asks that every pupil has access to personal guidance from a careers adviser qualified to level 6 or above. The post-holder will provide that guidance across the senior school.

The post is offered at 16 or 24 hours per week (0.4 or 0.6 FTE), term time plus a bank of event hours, and is based on site. See the terms and conditions for details.

The post-holder reports to the director of entrepreneurship & employability, within the Futures team overseen by the deputy head (futures & communities). On subject choice and higher education, the post-holder plays a supporting role, working with each pupil's tutor and the director of higher education, so that advice is joined up.

King's offers both A level and the International Baccalaureate in the sixth form. Guidance here is impartial: it opens up options rather than narrowing them, gives fair weight to every route, and reflects the increasingly interdisciplinary nature of many courses and careers.

Key responsibilities include:

Personal guidance

- Deliver a timetabled programme of one-to-one guidance interviews, so that every pupil from the fourth form upwards receives guidance at least once a year, as capacity allows
- Give impartial careers advice that supports pupils' GCSE, A level, and International Baccalaureate subject choices and their higher education decisions, working collaboratively with the pupil's tutor and the higher education team in the interests of the pupil
- Support pupils considering degree apprenticeships, helping them to compare this route with university, research employers and programmes, and prepare for applications and assessment centres
- Keep accurate, confidential records of every interview and follow-up action, using the school's agreed systems and in line with data protection requirements
- Contribute to the management of complex cases, liaising with heads of house, the LE team, and, where appropriate, parents
- Provide guidance for the lower fifth following their careers profiling in the summer term



THE ROLE (continued)

Quality and compliance

- Plan the annual timetable of guidance interviews, so that each year group is seen at key decision points
- Collect and maintain data to support the school's reporting against Gatsby Benchmark 8, and monitor and report on the participation, reach, and impact of personal guidance
- Use labour market information, destination data, and pupil feedback to keep guidance current, and to inform the wider careers programme
- Work within the Career Development Institute's code of ethics, and keep professional knowledge and continuing professional development up to date

Working with the Futures team

- Work collaboratively with colleagues to share good practice and support the delivery of high-quality guidance across the Futures team
- Be available, like all members of the Futures team, for pupils to book through the Futures Hub
- Contribute to Futures events for pupils and parents, such as the King's Careers Fair

Recent leavers

- Where the post is held at 0.6 FTE, give up to one day each week to guidance for recent leavers, in person or online from school, working with the development office; any of this time not needed returns to pupil guidance

General responsibilities

- Uphold the school's ethos and values
- Undertake safeguarding training appropriate to the role, and follow the school's safeguarding procedures at all times
- Be accountable for the quality, accuracy, and impartiality of the careers guidance given to pupils, and of the advice on careers guidance given to parents and colleagues
- Advise on the resources needed for personal guidance (the post does not hold a budget)
- Prepare reports on the work of the role as required
- Contribute to the wider life of the school
- Other reasonable duties as requested by the director of entrepreneurship & employability or the deputy head (futures & communities)

This role description is intended to be definitive rather than restrictive and is subject to review. Responsibilities will be agreed and kept under review with the director of entrepreneurship & employability.



THE PERSON

The post will suit someone who:

- Holds a careers guidance qualification at level 6 (degree level) or level 7 (postgraduate level), such as the Level 6 Diploma in Career Guidance and Development or the Qualification in Career Guidance
- Is registered, or eligible to register, with the Career Development Institute
- Has significant post-qualification experience of delivering one-to-one careers guidance to young people, ideally in a school or college
- Has up-to-date knowledge of qualifications, higher education, degree apprenticeships, and the labour market, including A level and International Baccalaureate pathways
- Understands the Gatsby Benchmarks and the statutory guidance on careers education
- Gives impartial guidance that widens pupils' horizons, and is confident with ambitious pupils and their parents
- Is comfortable working with pupils aged 13 to 18 and pitches guidance at the right level
- Has knowledge of safeguarding and data protection in work with young people, or the capacity to acquire it
- Keeps accurate, confidential records, and is confident with data and digital systems
- Has outstanding interpersonal and communication skills, both written and verbal
- Works generously within a team, and is committed to the life and community of King's

Terms and conditions

- Start date: January 2027, or as soon as possible thereafter
- Salary: approximately £46,300 to £47,400 per annum FTE, depending on experience, prorated for hours and weeks worked
- Working hours: 16 or 24 hours per week (0.4 or 0.6 FTE), term time only, usually worked as two or three full days, plus a bank of event hours
- Place of work: all work with pupils is in person and face to face, so the post is suited to on-site working only
- Recent leavers: at 0.6 FTE, up to one day each week may be given to guidance for recent leavers, in person or online, from school
- Events: an annual bank of 85 hours, paid on top of term-time hours, covers the King's Business School summer programme (45 hours) and evening careers and parents' events (40 hours)



HOW TO APPLY

Closing date: 9.00am, Monday 30th November 2026

Interviews: Friday 4th December 2026

The selection process will involve an interview, an observed guidance session with a pupil, a written task, and a tour of the school.

To apply for this role, please register your details online via our website **www.kcs.org.uk** (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will need to fill in an online application form which includes a covering letter.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

We are happy to reimburse reasonable travel expenses.



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a "can-do" attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the rich wider life of the school. All staff contribute to the ongoing development of the school, and give freely of their time outside timetabled lessons, committing to co-curricular activities and helping individual pupils with their academic progress. Many take clubs, societies, trips and sports teams at evenings, weekends and during the school holidays. The strength of our pastoral system is founded upon all staff making a significant pastoral contribution. Tutor groups are year-group specific in the lower school, and become a vertical system from fourth form upwards.

In return, the school provides staff with a wide variety of benefits and opportunities, including:

- Contributory professional services staff pension scheme: employees are eligible to join after three months' service, with a 10 per cent employer contribution and a five per cent employee contribution
- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since starting at King's, I have thoroughly enjoyed working with extremely able and enthusiastic students and colleagues. The academic challenge central to the school's ethos means that work in and outside the classroom is always stimulating and fast-paced. I have had the opportunity to take on new roles in the school early in my time at King's, and appreciate seeing the variety of routes that my career could take here. Having come from an IB-only school, I have felt supported taking on the A level. The school also has its own internal programme of professional development which I have benefitted from, and the range of short courses on offer mean that I can stretch different areas of my professional practice."

- Dr Cheung
Head of French and Academic Enrichment Coordinator

"I enjoyed a rewarding career as an engineer before moving directly into teaching at King's. Joining King's has allowed me to share my technical knowledge with students, whilst participating in the school's thorough and well-structured internal teacher training programme. The weekly sessions and support from colleagues have been invaluable in preparing for my teaching qualification. Beyond the classroom, I have contributed to exciting co-curricular activities such as the F24 race car project and the CCF RAF, drawing on my previous experience. Highlights have included leading engineering trips to Japan and adventure training closer to home, which have enabled me to inspire students and share my passions."

- Mr Chandler
Teacher of Design and Engineering and Head of Lower School Glenesk





"King's is a dynamic, positive school committed to the wellbeing of all. Staff-pupil relationships are exceptionally good, and members of staff are unfailingly supportive. Pupils are motivated and keen to learn; it is stimulating to work in an academically fulfilling environment. The pastoral system is strong, and I find my role as a tutor the most rewarding. There are many opportunities for professional development, either through in-house courses or via new roles – indeed, I have enjoyed many different responsibilities. To teach and learn in beautiful surroundings and with outstanding facilities makes working at King's a joy."

- Ms Davis
Director of Staff Welfare and Teacher of History

"Prior to joining King's I had not stayed at any school longer than three years; nineteen years later and I am still here. King's is by far the best school and environment I have ever worked at. Everyone from pupils to teaching staff are kind, welcoming and above all else they all look out for one another. I have learnt how to be a good teacher and leader at King's and been given opportunities to further develop my career others can only dream of. I love being a part of this community"

- Ms Chan Ramgoolam

Director of Public Occasions and CCF Contingent Commander





"I started King's as a Graduate Sports Assistant and then after completing my teacher training, I spent four years as a junior school PE and Games teacher before progressing into the senior school to become the Head of Football. Throughout my time at King's, I have been supported by outstanding colleagues and the progress I have made is down to their dedication and invaluable advice. The work I have done with the African Caribbean Society on diversity and inclusion has been hugely rewarding; the society aims to ensure all pupils feel valued in our community leading to better outcomes for everyone".

- Mr Joshua Barrington
Acting Co-Director of Sport & Physical Wellbeing and Head of Football



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: https://www.kcs.org.uk/safeguarding-at-kings. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with ***Keeping Children Safe in Education***)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There is a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format of assessment papers such as audible, Braille or large print versions.



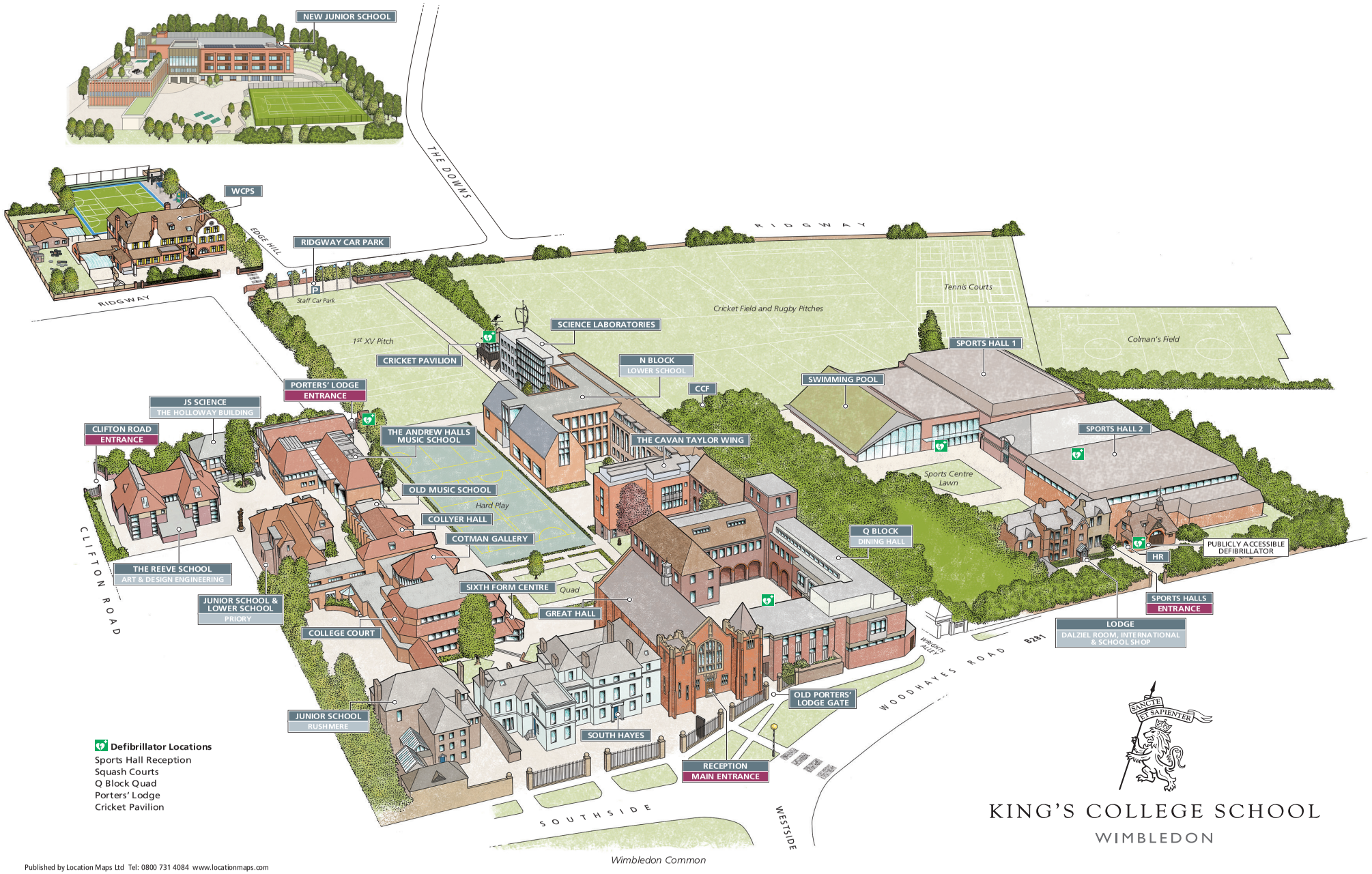
LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th-century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15-minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashtead are popular choices.



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