

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: **Careers Officer**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is at 9a.m. on Monday 29th June 2026. Interviews will be held on Tuesday 7th July 2026. Included in this pack is some information about the Careers Team, an outline job description and a person specification.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Shell Clarkson
Head of H.R.

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2400 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful VOC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or VOC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme

THE CAREERS TEAM AT WYKE SIXTH FORM COLLEGE

Wyke is an established, highly successful Sixth Form College with an outstanding reputation in the locality. The college draws students from Kingston-upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level providers in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

Working alongside our current team of 4 you will be based in our brand new Careers Hub in the college Atrium, providing a one stop shop for students next steps. Your role will be student facing, triaging and supporting students in bookable 1-1 sessions, setting up and running key workshops throughout the year on topics such as UCAS applications, Cv writing, Apprenticeships Gap year opportunities plus many more.

We require candidates with excellent communication, observation and listening skills who have experience of student engagement. They will give impartial advice and guidance to our students helping them make clear and aspirational choices for their next steps. They will have the ability to motivate, be empathetic and non-judgmental and empower students to make the right choice.

To be successful in this role, one of the key requirements is to be able to recognise, create and develop opportunities and initiatives that inspire our students and help them gain employability skills. The role is widely diverse and requires the ability to manage your time effectively, organise, plan, report and evaluate your workload.

Candidates should also have the ability to work with other team members within the department, internal staff members on shared projects such as the UCAS process, and also manage multiple projects.



Experience of engaging with external stakeholders such as Universities, employers and other

JOB DESCRIPTION

Job Title :	Careers Officer
Postholder's name:	
Reporting to :	Head of Careers and Skills
Overall Purpose:	<p>To contribute to ensuring that all students have a clear and aspirational destination route to allow for positive progression when they complete their studies at Wyke College.</p> <p>Provide appropriate information, advice and guidance to all students to help them make both realistic and aspirational choices about their next steps after Wyke 6th Form College. To support them to gain the appropriate employability skills and knowledge that are required for their next steps.</p> <p>To ensure that all students have access for and are able to engage with employers, universities and all other next step providers to help them make an informed choice on their next steps.</p> <p>Develop strong links with curriculum staff to ensure they are supported to deliver LMI/ career related information and that it is embedded into the curriculum. You will be formally linked to two faculties. You will be formally linked to subject specific departments within one or more faculties</p> <p>Working with departments you will evaluate and monitor the Careers in the Curriculum Programme, following the careers timeline and Gatsby Benchmarks.</p> <p>To work as part of the team delivering T levels with regards to employer engagement.</p> <p>You will help to find placements for compulsory work experience courses and those on non-vocational courses that request it. You will coordinate, monitor and evaluate these placements.</p> <p>You will be responsible for the dissemination and the promotion of skills and employability engagement within the College, and the innovation and introduction of new ideas and methodology as appropriate. This will include working with both tutors and curriculum staff.</p> <p>To contribute towards whole College and faculty level data. This will include in year intended destination reporting and end of year actual destination reports.</p>

JOB DESCRIPTION

Policy and Procedure:

Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.

Careers Guidance and Student Support

- To support students with 1-1 careers advice to help them make an informed choice on their next steps after Wyke College, (Gatsby 8)
- Working with the Careers Lead, track and monitor all evidence, contributing to reports and plans for employability guidance in line with the Gatsby Benchmarks.
- Provide current labour market information to students.
- Utilise the careers hub's digital equipment to promote college wide careers information
- Develop and promote the latest careers information to students via social media/library/sessions etc.
- Work with the team to develop the annual careers events appropriate for students at all levels of achievement.
- Assist in the planning and implementation of the annual, two day, careers convention.
- Assist in the planning and implementation of the annual next steps parent event.
- Support college-wide careers events, namely open events, new parents events and applicant events.
- Support and communicate with alumni by updating and utilising the leavers tracker, generating information and reporting on alumni destinations.
- Support students who do not have a positive destination when they leave Wyke.
- Support students with SEND and students not eligible for student finance
- Provide advice on HE for those students who book a one to one session.
- Work with the curriculum and pastoral teams to promote HE open events and speakers/visits.
- Contribute to Case Conferences, Fit to Study meetings and other parent-facing meetings when required
- Assist in the planning and implementation of student trips to H/E and employer workplaces

JOB DESCRIPTION

<p><i>Employability support</i></p>	<ul style="list-style-type: none"> • Support the Careers Lead with coordinating employability opportunities with curriculum staff. • Engage with local and national employers to ensure students receive all the appropriate information via talks, visits or sector specific events such as Industry Evening. • Working with other outside agencies such as training providers, armed forces and gap year providers to help our students gain appropriate information about options for their next steps. • Keep up to date with labour market information, including attending events and training courses.
<p><i>UCAS</i></p>	<ul style="list-style-type: none"> • Complete UCAS application checks for current students and assessing applications for all alumni. Supporting Early Entry and Oxbridge applications and organising Mock Interview events. Writing references for alumni students throughout the year. Developing UCAS-related resources for the tutorial programme and alumni.
<p><i>Work Experience</i></p>	<ul style="list-style-type: none"> • Oversee and administer the work experience placements for all year 1 students on a predominantly vocational programme of study, both at level 2 and level 3. • Liaise with employers to assist in placing the students ensuring it is an appropriate fit of both student and employer. • Research, coordinate, monitor and evaluate mandatory work placements, liaising with key stakeholders, students and curriculum. • Oversee and coordinate work placement check ins by Wyke college staff to work placements. • Overseeing that safeguarding and health and safety requirements are met for the placements. • Monitor the process, providing reports about the student experience, including evaluation and feedback. • Create and develop a monitoring report for all students on work experience to track and trace placements.
<p><i>T Levels</i></p>	<ul style="list-style-type: none"> • To support the delivery of pre and post work placement material • To support with the monitoring and assessment of work placements (alongside the progress tutor). • To liaise with the placement provider to ensure that all placement objectives are being met.
<p><i>Other duties :</i></p>	<p>This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.</p>

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications and training		Qualified to degree level
		Level 6 Careers and IAG qualification
Knowledge and experience	Significant experience of successfully providing careers guidance to 16-19 year old students	Experience of successfully providing careers guidance to A-level students
	Up-to-date knowledge of employability skills for young people as well as a wide range of career pathways and apprenticeship opportunities	
	Experience of working with external agencies to organise visits and events for young people	
Other qualities	Outgoing and personable with excellent communication skills	
	Proven ability to work on own initiative and within a small team	
	Excellent time management and organisational skills to ensure deadlines and objectives are met as well as the determination to ensure students and colleagues complete their forms in good time.	
	Create spreadsheets and data information to be presented to SLT.	
	The ability to sensitively guide students towards appropriate choices for them	

FURTHER INFORMATION CONTACT

Wyke Sixth Form College

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#WeAreWyke #MakeltHappen



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Wyke TV