

Job Summary and Person Specification



Job Title: Careers Education, Information, Advice & Guidance (CEIAG)
Co-ordinator
Grade: Grade D
Accountable to: Assistant Headteacher

Job Purpose – Careers Education, Information, Advice & Guidance (CEIAG) Co-ordinator

- Responsible for the delivery of Cams Hill School's independent, impartial Careers Education Information Advice and Guidance (CEIAG) service.
- To provide CEIAG to staff and students to ensure CEIAG delivery in Cams Hill School, working with staff and outside agencies.
- To ensure Cams Hill School is adhering to the statutory guidance for careers guidance, access for education and training providers and working towards meeting all eight Gatsby benchmarks.

Key accountabilities (and specific duties / responsibilities):

- To develop robust relationships with Universities, FE Colleges, vocational institutions, business community and local employment agencies to identify opportunities in the job market, work experience, apprenticeships and internships.
- To give one-to-one and group impartial support, advice and mentoring.
- To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions.
- To support and track progress of a list of students identified as at risk of becoming NEET.
- To track pupil and student progress and use information to ascertain student destinations and report this to the school and Local Authority as required.
- To advise on the preparation of FE applications with the Year 11 Pastoral Team.
- To grow and develop an engaged network of parents, alumni, business partners and other friends of the School and community, to provide mentorship, work experience and to coordinate networking events.
- To ensure a comprehensive programme of pre-employment advice and training is available for our students so they are job ready upon leaving KS4.
- To populate and maintain the careers element of the Cams Hill School website and social media.
- To develop wide ranging opportunities and work-related experiences.

Careers

- To provide a high-quality programme to deliver careers education, information and guidance, where appropriate in partnership with external agencies.
- To oversee CEIAG at Cams Hill School by following the agreed delivery plan.
- To liaise with Pastoral Leaders and PSHE Coordinator regarding programmes of study requirements, contributing to the design and delivery of programmes through the academic year.

- To work with curriculum areas to develop careers activities, resources and enterprise links.
- To liaise with staff in order to organise careers interviews for students who follow alternative education routes.
- To offer advice on career opportunities and arrange experiences linked to career pathways.
- To be Cams Hill School's CEIAG representative working with recognised outside agencies.
- To ensure appropriate, up to date resources are available for students.
- To meet with parents at parents evenings throughout the year and offer advice regarding next steps on results day in August.
- To organise and aid with the delivery of annual events such as mock interviews, careers conventions etc. liaising with FE/HE providers and local businesses and employers.
- To effectively communicate instructions, advice and information to parents, students and staff.

Monitoring

- To monitor work placements in order to maintain an overview and to ensure a high-quality learning experience.
- To monitor the delivery of CEIAG, preparing reports as required.
- Actively monitor systems to achieve efficiency and value for money.

Evaluation

- Evaluate impact of resources and systems.
- To use student voice to evaluate the impact of resources and systems.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within Cams Hill School. They will also be expected to:

- Support the implementation of the Cams Hill School Performance Management policy.
- Follow the quality assurance processes.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Health and Safety

- Cooperate with the employer on all issues to do with Health, Safety and Welfare.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, the PREVENT duty, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Performance Management and Continuing Professional Development

- Undertake any necessary professional development as identified by the Line Manager.
- Improvement Plan, taking full advantage of any relevant training and development available.
- Undergo appropriate training in order to develop skills for the post.

- Be accountable for own performance management, setting challenging objectives/targets in line with academy priorities.
- Maintain up-to-date role specific knowledge.

Work Experience (virtual or face to face) (Desirable):

- To create, develop and foster relationships with partner agencies regarding work placement opportunities.
- To identify and develop suitable placements for alternative education students, for whom internal exclusion may be an issue.
- To match students to available placements, taking account of student preference and suitability of available options.
- To assist students in preparation for placements through activities such as workplace visits and interview techniques.
- To be the first point of contact for students on work placements, and employers pre and post placement.
- To support teaching staff working with students in their preparation for, and during, placements.
- To prepare all relevant supporting paperwork and documentation in relation to the work placement process.
- To ensure that placements have been checked, risk assessed and approved in regard to Health & Safety; ensuring all necessary paperwork has been completed.
- To provide administrative support as appropriate, including keeping electronic records and information up to date.

Other

- To participate in break and lunch duties where required.

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Cams Hill School in relation to the postholder's professional responsibilities and duties

General

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all Cams Hill School policies and procedures within the defined timescales.
- Understand and support the implementation of Cams Hill School's Health and Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school.

Person Specification

Essential Qualifications	<ul style="list-style-type: none">• 5 or more GCSEs (including English and Maths) at grade C or higher. Or the equivalent.• Evidence of further study and CPD
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none">• Excellent IT skills• Proficient in Word and Excel• Ability to work on own initiative• Good communication and organisational skills• Friendly, confident and well presented• Communicate effectively with students, parents and other colleagues at all levels verbally and in writing.• Professional telephone manner• To be proficient in working to strict deadlines and challenging timeframes.• Genuine interest in working within a school environment.• Experience with MS Office and databases
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none">• To hold, or at least be working towards, a level 6 qualification in career development (or equivalent)• To be on the CDI UK Register of Career Development Professionals• To be educated to a degree level in a relevant subject.• Experience in careers advice or another area relevant to the role.• Experience of working collaboratively with stakeholders at all levels.• Experience of working with children and young people.

Additional Information

Cams Hill School is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.