



Job Description

Post Title:	Careers Education / Information, Advice and Guidance (CEIAG) Coordinator
Grade:	Grade 6 Spine Point 12 - 15
Salary:	Actual Salary £23,580 - £24,773 (FTE £27,807 – £29,214)
Work Pattern:	36 hours over 39 weeks
Reports To:	Pathways and Partnerships Manager
Staff Managed (if any):	None

Main purpose of the job

To coordinate and manage effective impartial careers, advice and guidance to pupils in the school and to support in the management and compliance to the Gatsby Benchmarks and statutory guidance from the government.

The Academy is has a supportive careers education, information, advice and guidance programme for pupils. Within this post you will be responsible for managing any work related learning (work experience) programmes in KS4/KS5, careers guidance, links with employers and co-ordination of in-school events linked to CEIAG. As part of this you will be responsible for the relationship between work placement providers and the Academy, including reviewing policies and ensuring mechanisms for the safety of pupils are in place. You will also liaise with Prospects, the careers advisory service and map out CEIAG activities across the school.

You will also be responsible for researching and then co-ordinating appropriate external speakers to promote careers education to pupils.

To also support the coordination of existing careers & enrichment activities within the school for KS5, including the UCAS process.

Main Duties and Responsibilities

- Organise Work Experience/Work Related Learning (WE/WRL) placements for students, as appropriate. Be responsible for organising and ensuring all placements are Health and Safety checked. Seek advice, as appropriate, regarding specialist assessments. Organise rota visits for each Work Experience placement to enable staff to monitor students. Contact and meet local businesses to secure placements for students.
- Organise and manage a drop in service for students with the external Careers Advisor.
- Keep abreast of external changes to WE/WRL and Careers.
- Develop and maintain links with business and community partners. Organise and/or support WE/WRL activities for students. Organise extended or other work experience placements for identified students. Maintain a network of useful business and community contacts.
- Identify and invite speakers from industry/colleges/universities to deliver careers talks.
- Work with local universities to increase widening participation, e.g. student progression team.



- Alongside teachers, organise trips to relevant businesses and events, e.g. skills show, employer sites and careers fairs.
- Develop industry links to support with work experience, work related learning and mock interviews.
- Maintain careers education noticeboards and libraries.
- Prepare and deliver informational presentations and reports, as requested.
- Work in conjunction with the Pathways and Partnerships Manager to support the creation of learning pathways.
- Support Careers Education Curriculum Days.
- Support Heads of Faculty with the organisation of careers-related experience days and trips and a programme of industry-related speakers, as appropriate.
- Liaise with the School Senior Leadership Team and Curriculum and Pastoral Managers in order to ensure coherence between the work of the learning programmes and the school's wider pastoral programmes.
- To contribute to the school systems to assist children and young people to make a successful transfer between educational establishments and transition at key stages in their learning.
- To work closely with local community and voluntary sector, and take an active role in co-ordinating and supporting the work of voluntary sector programmes working with pupils both in and out of school, so that the worker's efforts meet the needs of the young person in a focused and integrated way.
- To report on progress of the learning programmes as and when required.
- To coordinate other external agencies in providing support and guidance to pupils in need, including various types of counselling, community nurses and voluntary organisations.
- To also support the coordination of existing careers & enrichment activities within the school. .
- To undertake other duties, appropriate to the post, as may be required from time to time.
- Deliver careers, advice & guidance as necessary to pupils/students (e.g. assemblies, form time, workshops)
- To support with reports and evidencing school's compliance to the Gatsby Benchmarks & statutory guidance.
- To stay updated with training and membership of the CDI professional body.
- To support GCSE students on results day in August with transition to schools and colleges.

Additional duties

- Comply with the Code of Conduct, and all policies and procedures of the MAT and the school, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.