

Job Description



Job title	Academy CEIAG Implementation Lead	Contract	Permanent
Department	Curriculum Team (Personal Development)	Reports to	SLT Lead for CEIAG

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

- Implement the academy's CEIAG strategy and provision, in partnership with the identified SLT Lead and the Trust's Advisor
- Ensure the academy strategy remains well-informed by and compliant with statutory guidance and recommended best practice (including the Compass platform and compliance with the Gatsby Benchmarks) ensuring potential gaps in provision are flagged for action planning
- Deliver individual, impartial careers advice to all pupils within the academy.
- Offer support to teachers on how to support pupils CEIAG.
- Deliver impartial CIAG activities and sessions to groups of students, including assemblies.
- Provide both advice and administrative support for the Year 9 Options process
- Coordinate the academy's annual Career's Convention
- Lead the Year 10 Team to ensure all students are connected to meaningful work experience placements
- Ensure all pupils are fully aware of their options post 16 and beyond and support them in making informed, appropriate choices and applications.
- Lead the Year 11 team to support students through the post 16 application process
- Work in partnership with Pastoral Teams to identify students at risk of becoming NEET and support them to their next education provider(s)
- Provide information to SLT regarding NEET and post-16 destinations
- Provide administrative support, if needed, for the securing of our Skills Builder accreditation.
- Contribute to assemblies and Form Time sessions focussing on CEIAG
- Fulfil reception duties
- Provide administrative support where needed for the smooth running of the academy

Person specification

<ul style="list-style-type: none"> • Previous experience of supporting CEIAG for young people 	Essential
<ul style="list-style-type: none"> • A formal qualification related to supporting CEIAG for young people 	Desirable
<ul style="list-style-type: none"> • · Ability to organise workload, prioritise tasks and meet deadlines 	Essential
<ul style="list-style-type: none"> • · Ability to work independently and support the work of a wider team 	Essential
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills 	Essential
<ul style="list-style-type: none"> • · Ability to be flexible and respond effectively to the “unexpected” 	Essential
<ul style="list-style-type: none"> • · Awareness of sensitive information and the need for confidentiality 	Essential
<ul style="list-style-type: none"> • · Excellent IT skills including competent use of Microsoft applications and willingness to learn specific school-based information management systems and other CEIAG related platforms 	Essential
<ul style="list-style-type: none"> • · Willingness and motivation to develop own skills 	Essential

Accountabilities

Strategy	<ul style="list-style-type: none"> • Coordinate and implement the academy's CEIAG programme of provision across Years 7-11. Inform an annual SLT review of provision to enable the academy to meet CEIAG goals for their pupils, keeping parents and staff informed of all information and guidance necessary to support this.
Planning	<ul style="list-style-type: none"> ■ Keep and update yearly plans of individual, group and cohort provision of CEIAG.

Delivery	<ul style="list-style-type: none"> • Ensure timely and effective communication with all CEIAG partners and ensure academy staff are well informed, in advance of forthcoming programmes and events • To deliver 121 and group sessions in a planned and effective manner, including assemblies and IAG meetings. • To prioritise interventions with vulnerable students (PP, LAC etc) • To research careers, options pathways and support organisations to meet young people's needs • To organise and provide training, guidance and support for school staff, where needed, so that they are equipped to deliver our CEIAG programme effectively • To complete any statistical returns to SLT, the trust or the DfE where applicable • To keep abreast of labour market information, legislation and professional & academic developments, building this knowledge into the CEIAG curriculum • Work in partnership with SLT member responsible for CEIAG to ensure information on the website is current and accurate.
People Management / Organisational Development	<ul style="list-style-type: none"> • Report to the member of SLT with overall responsibility for CEIAG • To take part in the ELAT Appraisal process
Information Management and Reporting	<ul style="list-style-type: none"> • Work in partnership with the SLT member responsible for CEIAG to review informally each half term, and formally each term, actions carried out and future plans. • Contribute to the production of an annual report on CEIAG at the academy detailing actions undertaken successfully, identifying areas for further development and action planning how these will be addressed in the next academic year • Ensure our Provider Access Statement is reviewed and renewed annually and published on the website for the start of each academic year.
Data Protection	<ul style="list-style-type: none"> ■ All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> ■ Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> ■ Holds personal accountability in ensuring a continual focus on enhancing the staff and pupil experience of CEIAG through professional actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such.

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness