

Non-teaching Post

Job description for the post of: CEIAG Coordinator				
Grade: ATC Grade E	Permanent, fixed term or temporary?	Permanent	Full or part time?	PT
Actual hours: 32.5 hours per week (Term time) plus 5 days				
Staff responsibility: 0	Number of staff directly supervised: 0	Line manager:	Assistant Head Teacher	
Main focus of this post: To provide advice and guidance for pupils in relation to careers education and 14-19 pathways. To plan and coordinate CEIAG activities across the school. To assist with the administration of vocational subjects and courses			Car user? Yes	
Core duties The description reflects the position at the present time only and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and title.				
Key duties: Advice and Guidance <ul style="list-style-type: none"> ● Responsible for advising young people with accurate, impartial and up to date information and making appropriate referrals to Head of Year/Learning Mentor/SEND/CO/Children's Services/other external providers where appropriate. ● Advise senior leaders and governors on appropriate policy, priorities and resources for developing careers education and guidance. ● Work within the CEIAG Code of Practice and ensure policies relating to CEIAG are up to date and regularly reviewed. ● Manage an annual budget for CEIAG. ● Develop CEIAG practice in school to reflect national and local initiatives and priorities. ● Represent the school at local CEIAG network meetings and provide updates and feedback as appropriate. ● Liaise with appropriate providers and agencies to provide CEIAG for pupils. ● Assist pupils with development of key resources, including; Personal Statement and unifrog ● Provide effective and relevant displays/communication via form tutors, pastoral staff and parent newsletter. ● Work towards maintaining the 8 Gatsby Benchmarks focusing on reviews through compass ● Work with the assistant headteacher, NEETs lead, staff and pupils to ensure the coordination of CEIAG within school. ● Involvement in Parents' Evenings and college events as appropriate. ● Liaise with other curriculum areas, e.g. PSHE, Citizenship and other national curriculum areas to plan and develop appropriate programmes of study. ● Provide support to the Deputy Head, pupils, parents and staff with regards to option choices in Y9. ● Co-ordinate careers related events, attend networking meetings and manage work experience. 				
Organisation and development of extra-curricular/enrichment based activities including: <ul style="list-style-type: none"> ● Alumni and faculty links 				

- University/College alongside the NEETs lead
- Mock Interviews
- Work Experience
- Industry links/visits

Manage the Work Experience Programme at KS4 to include:

- Liaison with employers.
- Work Experience preparation with pupils.
- Securing placements for pupils
- Ensure all placement providers have adequate H&S and insurance provision.
- Ensure staff visits on placements are scheduled.
- Manage incidents/issues arising during work experience.

School

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for personal and other people's health and safety.
- To be aware of the confidential nature of issues.

Additional

- To provide general administrative support where required.
- To respond to routine queries and enquiries.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

Prepared by:	L Fielden		
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.