



Wright Robinson College

Headteacher: Martin Haworth

CEIAG Advisor (Careers, Education, Information, Advice and Guidance): Job Description

JOB TITLE

CEIAG Advisor

SCALE/SALARY

**GRADE 6 - £30,825 - £33,945 (Actual Salary term-time only + 1 week £26,543 - £29,229).
35 hours per week, term-time only**

RESPONSIBLE TO:

Headteacher, Deputy Headteacher.

JOB PURPOSE

- To increase knowledge and understanding of post-16 opportunities for our students.
- To increase the employability of our students by developing their skill set and work related learning experiences.
- To develop effective links with relevant outside agencies, post 16 providers, businesses and universities.
- To embed the principles and ethos of enterprise throughout the college.
- To ensure the college is adhering to statutory guidance for careers education, access for education and training providers and working towards meeting all 8 Gatsby Benchmarks.

Duties and Responsibilities

1. To plan, implement and evaluate an annual development plan for CEIAG, work related learning and enterprise linked to the college's School Improvement Plan.
2. To liaise with parents and carers to support their child into an appropriate post 16 pathway.
3. To setup, develop and maintain strong links with external agencies, business' and universities to allow opportunities for in-college support/experiences and out of college experiences for our students.
4. To develop CEIAG practice in college to reflect national and local initiatives and priorities.
5. To liaise with post-16 institutes and businesses to provide up to date and impartial CEIAG for pupils.

6. To plan and implement a programme of CEIAG on training, employment and enterprise opportunities across all Key Stages to increase the employability and skill set of all our Students.
7. To introduce and develop the use of Koodle throughout the college.
8. To liaise with the SENDCo and year team about appropriate post-16 provision and support students in their application for post-16 placements. (Including applications, CVs, personal statements)
9. Develop work related learning practice in college to reflect national and local initiatives and priorities.
10. To increase the number of our students accessing work experience placements in year 10.
11. To ensure that all students in year 11 have accessed a careers interview and that they are aware of key dates and deadlines.
12. To liaise with businesses and create opportunities for those students identified as at risk of becoming NEET (not in education, employment or training).
13. To ensure students at off-site provision have opportunities for work experience.
14. To develop enterprise practices in college to reflect national and local initiatives and priorities.
15. To use business and university links to develop a programme of enterprise across both Key Stages.
16. To develop the use of enterprise at the college's off-site provision as a teaching tool to engage students back into learning.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.