



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Career Development Co-ordinator (CEIAG)	Department/Group	Support Staff
Level/Salary Range:	Grade E – F SCP 11 - 23	Reporting to:	Assistant Headteacher
Contract term:	Permanent TT plus 5 days	Hours per week:	37 hrs per week

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

- To provide advice and guidance to support students throughout KS3-5 to identify and explore their career development needs and associated educational pathways.
- To organise effective work experience and work-related learning programmes for both KS4 and KS5, to motivate students, help raise their aspirations and hence raise achievement.
- To ensure the Academy meets its statutory duties in relation to CEIAG.

Job Description:

General Responsibilities

To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

Professional judgement and decision-making, including but not limited to:

- Representing the Academy, and being part of the 'public face' of the school team
- Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Continuously reviewing, improving or designing key processes, procedures and systems within your role
- Applying a strong sense of vision and commitment to customer service provision and quality assurance
- Undertaking tasks below your paygrade when necessary to role model the desired teamwork ethic, both when urgent or unexpected tasks need to be completed and also when there is a shortfall in staff cover.
- Contributing to and sharing in the corporate life of the Academy
- Dealing effectively and calmly with emergencies, should they arise

Key duties

- Work with students and staff to raise aspirations of future careers, through providing accurate and up-to-date advice and guidance on career and educational pathways.
- Develop and implement activities and programmes of learning relating to careers, further education and higher education.
- Help organise a range of careers events both within and outside the school day
- Support students to access careers, training events and apprenticeships
- Develop effective links with external agencies/organisations, including the National Careers Service and local businesses.
- Organise work experience/placements for students and monitor their effectiveness.
- Involve Student Voice in determining the careers programme
- Act as an Enterprise "Champion" incorporating Enterprise education into the curriculum and in time into extended academy's programme.
- Monitor and quality assure the school's Careers curriculum.
- Have an open-door policy for students.

Other Responsibilities

- Organise staff calls to work experience placements, including provision of guidance material for them
- Organise medium- or long-term work experience placements as part of alternative pathways for students at KS4 and KS5.
- Plan, organise and promote work-related learning, such as mock interview days and industry days
- Oversee arrangements for all students attending off-site provision, including interviews, taster visits, transport arrangements, monitoring progress and quality of provision, monitoring the costs of all off-site provision and co-ordinating and evaluating student assessment information
- Organise and monitor the quality of extended alternative work-related experiences which address 14-19 student needs
- Work with Heads of Department and Year to develop schemes of work to incorporate work-related learning/enterprise opportunities.
- To manage appropriate budget as necessary and preparation of bids for additional access to funding
- Work collaboratively with a range of internal and external partners to ensure that careers services are being delivered effectively, seeking feedback via questionnaires and where appropriate take action to effect improvements
- Provide detailed analysis and evaluation of data/and produce details reports/information as required relating to CEIAG led events including destinations data for both KS4 and KS5.
- Keep abreast of CEIAG best practice, legislative changes and new developments to continuously develop and improve knowledge and skills
- Work in collaboration with other members of school staff, teaching and non-teaching, promoting continuous improvement in the CEIAG offer.
- Conduct and/or support the one-to-one interviews for KS4 and KS5.

Communications

- Report to the Assistant Headteacher on CEIAG progress

- Play a key role in the communication of CEIAG activities to the staff body
- Ensure that contact with a wide range of people is friendly, supportive and professional, and that complex queries and potential conflict situations are well-handled
- Oversee and deal with student and staff queries, deciding on what action needs to be taken and seeking advice from the Assistant Headteacher (KS4) as required. Ensure that action is prompt and followed-up, keeping records
- Foster effective and developing relationships with the wider community, other schools and external organisations
- Update relevant areas on the staff intranet
- Record details of third-party complaints relating to students on work experience, liaising with relevant year leaders and ensuring issues are resolved properly and promptly

Events Management

- Co-ordinate the organisation of all CEIAG events e.g. careers carousel, career cafes, careers convention, enterprise days etc. liaising with the Office Manager and initiating meetings with relevant colleague, agreeing roles and responsibilities

Marketing

- Ensuring the inclusion of CEIAG information in relevant Academy publications such as prospectuses, Yr7 induction booklets etc
- Upload CEIAG information onto the academy's website.
- Use of social media to promote CEIAG events and activities
- Post relevant messages on the school's TV monitors to promote CEIAG activities, ensuring that the material displayed is current and an effective medium for information to students and visitors alike

General Responsibilities

- Exercise flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Organise and carry out where appropriate training for staff members on INSET days and at other times
- Meet regularly with the Assistant Headteacher
- Any other duties as reasonably required by the Senior leadership team.

This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust

- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

November 2024



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PERSON SPECIFICATION

	Career Development Co-ordinator (CEIAG)- CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Strongly self-motivated and personally resilient	E
	Recognition of leadership potential	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Presence, dynamism, good sense of humour and approachability	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
Patience, kindness and understanding	E	
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	To be up-to-date on current research regarding how best to drive progress in maths.	E
	Ability to coach and motivate colleagues, individually and within groups, to achieve individual and collective targets.	E
	Ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes.	E
	Ability to hold others to account and have difficult conversations if required	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
Flexibility, on occasions and within reason, in approach to working hours	E	
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
	Educated to A level	E
	Educated to degree level	D
	Career Information & Advice Level 4 NVQ Diploma or equivalent	E

	Career Development Co-ordinator (CEIAG)- CRITERIA	Essential / Desirable
	Working at or towards Level 6 in Career Guidance & Development Diploma with willingness to obtain L6 qualification	D
	Full driving licence	E
Experience Skills and Knowledge	Working with secondary aged young people, preferably in an educational setting	E
	Working in an advisory capacity	E
	Working within a school environment for at least 2 years	D
	Experience of consulting with and involving a range of service users & providers	E
	Experience of multi-agency working	E
	Experience of Microsoft Office package	E
	Interest in keeping up to date with latest careers guidance and legislation in schools and, where relevant, elsewhere	E
	Knowledge of Enterprise and employability skills, work experience provision	E
	Knowledge or understanding of work related learning careers	E
	Sound knowledge and understanding of key careers guidance processes	E
	Excellent levels of literacy	E
	Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations	E
	Ability to swiftly adapt to and utilise new systems and software	E
	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing to a full range of audiences on HR matters.	E
	Able to draft correspondence to a high standard.	E
	Ability and desire to communicate and build rapport with young people in order to provide information, advice and guidance	E
	Ability to assess and diffuse confrontational situations	E
	Complete discretion and confidentiality	E
	Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions	E
	Able to work effectively as part of a team	E
Ability to plan, organise and prioritise effectively	E	
High level of competency in using Microsoft applications (esp. Outlook, Word, Excel, PowerPoint)	E	
Ability to use Management Information Systems, especially if educational (e.g. SIMs), and to produce reports from them.	E	
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E