



JOB DESCRIPTION

Job Title: **EIAT Leader for Adulthood Aspirations**

Location: **Across EIAT establishments (one day per week in each establishment on a rolling basis)**

Hours: **Full-time**

Salary: **L10-15 (£64,691 - £73,105)**

Start date: **September 2026**

JOB PURPOSE

- To play a leading role in ensuring that EIAT has a highly ambitious approach for all students with regards to their progression to adulthood. This role will specifically focus on guidance, documentation, opportunities and outcomes in terms of sustainable destinations.

KEY RESPONSIBILITIES

- Lead the work of the Careers Advisors, and associated staff, and provide direct line management.
- Co-ordinate the work of strategic Careers Leads from all establishments (Queensbury, Wilson Stuart, Mayfield, The Hive College).
- Monitor, evaluate and review practice in this area and help promote improvement strategies across EIAT.
- Lead and manage 'Get Ready' approaches across EIAT.
- Work alongside school leaders and curriculum teams to embed Preparation for Adulthood outcomes within the curriculum, ensuring learning is purposeful and supports positive learner outcomes.
- Develop and lead an 'EIAT Recommended' type approach for various provisions (e.g. The Hippodrome) in the West Midlands so that our students can benefit.
- Work alongside the CPD group to develop and co-ordinate an EIAT wide training team to work with various provisions such as The Hippodrome, and work placements.
- Undertake the Level 7 Careers Lead qualification.
- Ensure that EIAT is compliant in terms of Gatsby Benchmarks.
- Review the format of Careers Action Plans and provide Quality Assurance of plans. Utilise the SPELL Framework to ensure a consistent person-centred approach enabling individualised support for students.
- Work collaboratively to develop a range of targeted placements based on the interests of individual students.



- Ensure that our provision is influenced by labour market trends.
- Play an active role in relevant network groups, (e.g. West Midlands Combined Authority and West Midlands Career Hubs, IncludED Network etc)
- Ensure that Careers / MAPS (My Aspirations, Plans, Successes) Strategy in all establishments is coherent and effective.
- Work with the establishment Leadership Teams to develop, implement and evaluate LAWS (Life After Wilson Stuart) equivalents in all EIAT establishments.
- Develop and manage a tracking approach to student destinations.
- Introduce an EIAT Alumni group and ensure that it influences our provision.
- To work across EIAT to ensure that parents/ carers are influencing our curriculum provision.
- Develop and deliver meaningful parent engagement opportunities that support students and families in planning and navigating their next-step journeys into adulthood.
- Be a key part of the group that leads EIAT to becoming a Disability Confident Employer
- Play a lead role, alongside establishments, in the Quality Assurance process for work experience placement risk assessments.
- To develop, and maintain, relevant policies.
- To play a leading role, alongside the EIAT CPD group, in developing appropriate CPD across EIAT in terms of the Adulthood Aspirations work.
- To teach/lead sessions for students across EIAT relevant to Adulthood Aspirations.

OTHER

- To acknowledge, share and promote excellence and develop effective team working across establishments.
- To promote the agreed vision and aims of the Trust.
- To respond to reasonable requests to undertake work of a similar level that is not specified job description.
- To be flexible in terms of attending relevant events that may be out of 'normal' hours e.g. GCSE results day, Future Options Events.

SAFEGUARDING

- Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- To become a DSL.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To uphold EIAT's ethos, aims, vision and values, its policies and codes of practice at all times and in all circumstances.



SUPERVISION RECEIVED

- Plan own work to ensure the meeting of defined objectives
- Reporting to the Executive Leadership Team and Trustees
- Direct line manager – CEO

PERSON SPECIFICATION

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE English and Maths at grade 4 or above (equivalent to the former grade C) or proven competence in English and Maths (E)	AF/C
	Educated to degree level or equivalent (E)	AF/C
	QTS (E)	AF/C
	Further leadership qualification i.e. NPQSL, NPQH, or other NPQs, NASENCO, MEd (D)	AF/C



Knowledge and Experience	Significant Leadership experience (E)	AF/I
Relevant work and other experience	Experience of working collaboratively with wider professionals and settings. (E)	AF/I
	Ability to manage and deliver impact for school/establishment improvement. (E)	AF/I/P
	Experience of working successfully with students with SEND (E)	AF/I
	Experience of managing teams effectively to achieve a shared vision. (E)	AF/I
	Knowledge of different curriculum pathways for students (E)	AF/I
	Direct experience of working in ways that ensures that students have positive outcomes (E)	AF/I/P
	Experience of working with a range of staff and a detailed understanding of how all staff can be effective in terms of adulthood aspirations at EIAT (E)	AF/I
	Good knowledge of Careers Action Plans and a clear philosophy around their purpose (E)	AF/I/P
	Experience deploying evidence-based strategies and best practice (E)	AF/I
	Good knowledge of the barriers that students with SEND face in terms of fulfilling their aspirations and clear ideas on how to overcome them (E)	AF/I/P
	Detailed knowledge of current and contextual safeguarding legislation and practices (E)	AF/I
	Understanding the role and responsibilities of the DSL and how safeguarding knowledge and practices are disseminated to others (E)	AF/I
	Practical understanding of a range of communication strategies (E)	AF/I



Skills & Ability e.g. written communication skills, dealing with the public etc.	Ability to implement and manage positive change sustainably, inspiring and motivating all (E)	AF/I
	Ability to communicate effectively with a wide range of people exhibiting high levels of tact and diplomacy (E)	AF/I
	Ability to compile well-written and grammatically correct documents and letters (E)	AF/I
	Developed IT skills, with the ability to utilise a wide range of applications (E)	AF/I
	Highly organised and able to manage workload effectively to meet organisational priorities and deadlines (E)	AF/I/P
	Ability to understand the 'big picture' and develop appropriate strategies in terms of improvement strategies (E)	AF/I/P
	Ability to stay calm under pressure and show emotional control and intelligence (E)	AF/I/P
Behaviours	Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)	AF/I
	Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E)	AF/I
	Tenacious in resolving issues of all kinds and in proactively seeking out improvement opportunities and delivery of solutions (E)	AF/I
	Integrity, enthusiasm and commitment (E)	AF/I
	Flexible approach to work (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I/P
	To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc (E)	AF/I
	Able to discuss complex practical issues in a patient, reflective and constructive way (E)	AF/I



Safeguarding	Enhanced DBS <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.