



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 Relevant work and other experience	Significant Leadership experience (E)	AF/I
	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)	



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//P
	Ability to understand the 'big picture' and develop appropriate strategies in terms of improvement strategies (E)	AF//P
	Ability to stay calm under pressure and show emotional control and intelligence (E)	AF//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//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.