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| **Post Title:** | **Careers and Employability Manager** |
| **Job Purpose:** | Advise on and deliver high quality CEIAG provision across the Midland Academies Trust |
| **Responsible to:** | Executive Principal through Strategic Lead for Post 16 and Transition |
| **Responsible for:** | CEIAG provision  Employer and education provider careers liaison |
| **Liaising with (Working Relationships):** | Strategic Lead for Post 16 and Transition  Academy Principals and senior leadership teams  Pastoral teams  Students and parents/carers  Local employers and educational providers |
| **Hours of Work:** | Full Time 0830-1630 (flexibility to be able to work outside these hours is required) |
| **Grade and Range of Post:** | NJC Scale I 28-31 |
| **Current Base:** | Based at North Warwickshire and Hinckley College for administrative duties, deployed at all MAT academies on a weekly basis during term time. |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | To advise on and deliver high quality CEIAG provision across all MAT academies including:   * 1:1 career interviews and small group sessions * Accurate records and student action plans * Employer visits, careers events and work-related opportunities * Contributing to individual academy CEIAG programmes * Tracking student destinations, challenging aspirations and intervening to eradicate potential NEETs, including home visits as necessary * Attendance at parent’s evenings * Updating academy and Trust websites with relevant information including vacancies suitable for school leavers as shared by partner employers * Building relationships with local employers and education providers |
| **Operational Planning:** | Contribute to curriculum planning for a high quality CEIAG programme so that all students are supported to move to appropriate and aspirational destinations. |
| **Service Provision:** | To provide high quality CEIAG support to students.  Ensure stakeholders have accurate and relevant CEIAG information  Make a contribution to the delivery of the CEIAG programme within the curriculum. |
| **Service Development:** | To seek continually to ensure value for money and performance improvement.  To work within the PSHE team to keep the curriculum under constant review and improvement.  To work within the student support teams to ensure efficiency in providing individual CEIAG.  To be responsible for personal CPD and participate fully in training and development opportunities identified by MAT or as an outcome of performance management.  To contribute to service area reviews against key performance indicators:   * Destination measures * Stakeholder satisfaction levels * Employer and educational provider engagement |
| **Staffing and Staffing Development:** | Work with relevant staff across the MAT to ensure that best practice is utilised in delivering CEIAG, including delivering training and professional development. |
| **Recruitment / Deployment of Staff:** | Support recruitment processes as required.  Support collaborative working across the MAT. |
| **Quality Assurance:** | Monitor student destinations with a focus on key groups – EAL, Most Able, Gender, SEN, and PP. Ensure regular reports are submitted to Executive Principal through Strategic Lead for Post 16 and Transition.  Contribute to reviews within service area as above.  Analyse and interpret relevant data, research and inspection evidence to inform provision and seek improvement where necessary, by submitting written advice to the Executive Principal through Strategic Lead for Post 16 and Transition as appropriate.  Ensure compliance with all MAT and academy policies.  Identify good practice, areas for development and strategies for sharing and support. |
| **Management Information and Administration:** | Ensure all information required by the Executive Principal, Strategic Lead for Post 16 and Transition, academy senior staff and Principals is produced accurately, timely and efficiently. |
| **Communications:** | Effectively communicate with parents and ensure that families are supported as active participants in their child’s career education, through parent’s evenings, careers fairs and parental education events.  Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy’s provision and support.  To ensure that all communications with service users demonstrate the values of the MAT.  To attend all meetings identified by the Strategic Lead for Post 16 and Transitions, academy senior staff and Principals and communicate the MAT vision effectively at meetings – both internal and external. |
| **Marketing and Liaison:** | Develop, nurture and maintain the positive image the MAT.  Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the MAT. |
| **Management of Resources (Other than People):** | Responsibility for the safe use and safe keeping of Trust resources. |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of the MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the MAT’s Performance Management Policy.  Perform any other reasonable duties as requested by the Strategic Lead for Post 16 and Transitions. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | May 2018 |