



THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

CIAG and Pupil Premium Engagement Coordinator

£19,174 - £23,417 per annum

Based on working 37 hours per week, 40 weeks per year

Candidate Information



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We are seeking to appoint a Careers, Information, Advice and Guidance (CIAG) and Pupil Premium Engagement Coordinator to join our busy school from September 2017. The successful candidate will work with Year 7-13 students to provide leadership, management and support in the delivery of Careers Information, Advice and Guidance.

The role will also include modifying aspirations to improve the attendance of Pupil Premium students, liaising with other professionals within school plus external agencies, and maintaining clear and timely communication with stakeholders, including parents. A formal IAG qualification is desirable, but not essential.

If you are a team player with a flexible approach and a positive, can-do attitude, and would like to find out more about these positions, please go to www.radcliffeschool.org.uk to download information about the post and an application form. The deadline for applications is Monday 4 September 2017.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced Disclosure and Barring Service disclosure. We are an equal opportunities employer.



CIAG and Pupil Premium Engagement Coordinator

Job Purpose

- To provide leadership, management and support in the delivery of Careers Information, Advice and Guidance.
- To modify aspirations to improve the attendance of Pupil Premium students.
- To liaise with other professionals within school plus external agencies.
- Maintain clear and timely communication with stakeholders, including parents.
- To co-ordinate the impartial IAG Careers Advice programme for students, liaising and coordinating external providers.
- To contribute to the organisation of Year 10 Work Experience Placements.
- To arrange extended Work Placements for students when requested.
- To ensure resources are accessible and kept fully up to date with all necessary information.
- To identify and engage with relevant initiatives.
- To organise an assembly programme involving external sources that supplement the IAG provision and support in raising student's aspirations.
- To coordinate careers based days, including trips to careers fairs.
- IAG around preparing for life in the working environment.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities (including first aid training) as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Undertake planned supervision of students out of school hours.
- Help to supervise students on visits, trips and out of school activities as required.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualification / Training / Competences	<ul style="list-style-type: none"> • Experience in a similar role. • Excellent numeracy & literacy skills. • Excellent keyboard and data entry skills. • Willingness to work flexibly when required. • Willingness to undertake a first aid at work qualification. 	<ul style="list-style-type: none"> • Experience in a similar role within a school. • Formal IAG qualification. • Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL). • Experience of using SIMS. • Experience of providing administrative support.
Knowledge	<ul style="list-style-type: none"> • Effective use of ICT packages, including Word, Excel and Outlook. • Use of relevant equipment / resources 	<ul style="list-style-type: none"> • Knowledge of relevant policies / codes of practice & awareness of relevant legislation.
Skills	<ul style="list-style-type: none"> • To be able to use/set up live sound equipment and troubleshoot problems for concerts. • To be able to use recording equipment and software for multi-tracking such as Garageband and Logic X on Apple Macs. • Ability to set up and use cameras and use ICT to maintain video files. • A basic knowledge of how musical instruments are repaired and maintained such as drum sets, acoustic/electric guitars, pianos, microphones, keyboards and various instrument paraphernalia. 	
Personal qualities	<ul style="list-style-type: none"> • Friendly, supportive and comfortable working around staff and students. • Organised and independent in managing a changing schedule of tasks and responsibilities. • Prepared to gain skills in areas of need such as the use of certain equipment and software through CPD and independent learning. • Able to work constructively as part of a team, understanding school roles & responsibilities. 	
Special Circumstances	Occasional attendance at meetings outside normal hours.	

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to Nabil Chaaban, Headteacher to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

