



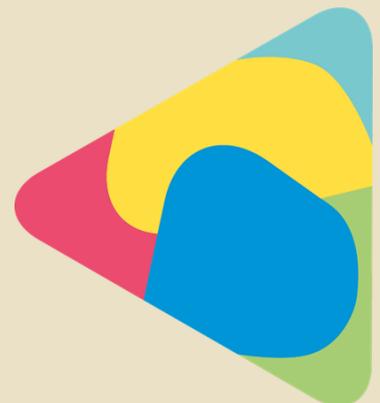
# Application Pack

## CEIAG Coordinator

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UNITY SCHOOLS TRUST

*Excellence through collaboration*



# Welcome from the CEO

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Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration– encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del Río**  
**Chief Executive Officer**

# About Unity Schools Trust

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Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

## **Ethos and Values**

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

## **Our Objective**

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## **Partnerships**

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## **Services**

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

# Why work for UST?

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## Employee Benefits

- 🎨 Learning and Development opportunities
- 🎨 Free use of school gym at specified times
- 🎨 Reduced gym membership at Eastwood Sports Centre
- 🎨 Access to Employee Assistance Programme (EAP)
- 🎨 Free on-site staff parking
- 🎨 Free tea and coffee available in the staff room
- 🎨 Scheduled Wellbeing weeks
- 🎨 Allowance for running after-school enrichment activities
- 🎨 Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)



# What our employees say...



From trainee teacher to Assistant Head of School, my journey with the school and UST has been rewarding. Their faith in my abilities and the developmental opportunities provided have accelerated my career progression. I've always felt part of a supportive network and look forward to our future.

**Jamie Foster, Assistant Head of School**

I began my journey at Bishop David Brown School (BDB) as a Teaching Assistant, which inspired me to become a teacher. After teaching elsewhere, I returned to BDB as Head of Humanities.

BDB's support for my professional development has been outstanding, helping me progress from Middle to Senior Leadership. The school's family-like atmosphere and supportive staff create a harmonious environment where everyone thrives.

During my time at BDB, I've witnessed its growth and evolution into a motivated and purposeful workplace. The school's student-centric approach fosters a keen interest in learning and high achievement among students.

BDB's support for staff at different career and life stages is commendable. As a new mother, I received excellent care during my pregnancy and maternity leave. My return to work was handled sensitively, and I've been supported in balancing my home and school responsibilities, allowing my career to continue to flourish. Being part of UST provides access to a wider pool of knowledge and experience. The opportunity to visit other schools and share good practices is a highlight of my role.

**Rachel Gomm, Deputy Head of School**

If I were to describe TMC school in three words, I would say: dedicated, supportive, thriving!

The senior leadership team is committed to achieving academic excellence and fostering a safe learning environment, making work and learning enjoyable for both teachers and pupils.

The school's nurturing and inclusive environment is reflected through the recently revamped curriculum to make it more diverse, ambitious and engaging. I am quite impressed by the ways pupils are consistently provided opportunities to explore and excel through classroom learning and extracurricular activities. The focus on literacy is at the heart of the school and is channelled through tutor time and classroom discussions and tasks. I am thoroughly enjoying working at this school, where potential and passion not only find a place but also become achievable.

**Kiran Gull, School Literacy Lead**

***"The school is a calm and happy place for pupils to learn. Pupils value their teachers highly. Relationships between pupils and staff are very respectful"***

**Bishop Da**

**David Brown School, Ofsted January 2019**



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## **Careers, Education, Information, Advice and Guidance Coordinator**

**30 hours per week - Term time only**

**Required as soon as possible**

**Salary £26,604 to £30,899 per annum (FTE), Actual Salary £19,072 to £22,151 per annum dependent on skills and experience.**

Do you have a passion for working with young people?

Do you believe all students should achieve no matter what their challenges?

Do you have passion for changing young people's lives?

If you answered yes to these questions, then our students need you.

We seeking a CEIAG Coordinator who will lead on ensuring that our school's careers provision supports students to be successful in their next steps in life. The IAG Co-ordinator will plan, co-ordinate and evaluate work experience and careers education activities, as well as work on additional projects to enhance the personal, social and health education of students.

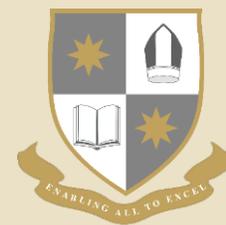
Bishop David Brown is passionate about providing a well-rounded education for its students, not only academically but culturally and artistically. This is provided through its diverse and rich curriculum that makes a major contribution to the students' moral and cultural development.

We are proud of the school's cultural and ethnic diversity and the vibrant community that this has created. Links with our local community are vital and the school works closely with parents/carers, other schools and local organisations to achieve this.

The students and staff are committed to transforming our school into one which is exceptional. At Bishop David Brown School we want all students to be challenged in order to achieve academic success. We aim to give students opportunities and experiences to learn beyond the classroom and we strive to ensure all our students feel happy and safe. This has been reflected in our most recent 2019 Ofsted inspection which resulted in a 'Good' result.

Bishop David Brown is part of the Unity Schools Trust which is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School.

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge and engendering the positive habits which support future development.



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## Job Description

<b>Job Title</b>	Careers, Education, Information, Advice and Guidance Coordinator
<b>Reporting to</b>	Head of School
<b>Functional Area</b>	Bishop David Brown School, Woking
<b>Salary Level</b>	UST S6

**Employment Status** 30 hours per week (30 minutes unpaid lunch per day), Monday to Friday 8.50am to 3.20pm (39 weeks per annum term time only plus INSET days).

### Job Purpose

Working in collaboration with other staff to:

- plan, co-ordinate and evaluate work experience and careers education activities for students; and
- work on additional projects to enhance the personal, social and health education of students

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

### Key Responsibilities

- To collaborate closely with other staff to identify work experience opportunities for students and lead on student liaison for work experience
- Create and manage a bank of potential work experience placements for students, with particular focus on STEM and advanced qualification careers
- Provide a point of contact for careers in the school for all stakeholders, oversee visits from external careers advisers, collating information and disseminate to all relevant staff
- To engage students in their future careers using all forms of media, organising and delivering sessions where directed
- Liaise with heads of year to support students with college applications, monitoring and recording outcomes
- Supervise and lead groups of students to focus on quiet study, college applications and raising aspirations
- Monitor the future destinations of students to provide risk assessments for work experience placements where appropriate
- Identify and co-ordinate speakers to provide in-depth insight for students into future career options and analyse its impact
- Enhance the careers education of students including the organisation and delivery of any media programmes in collaboration, where applicable, with the external careers adviser
- Engage with additional projects to enhance the personal, social and health education of students that include the healthy schools award, drug and sex education requirements and provide evaluations of same
- Develop links with other local schools to enhance the careers opportunities of students
- Maintain good order and discipline amongst students, safeguarding their health and safety on and off the site



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- Take an active role in your own performance management
  - Ensure evaluation and recording practices are maintained at a high level that contribute to student progress

**Knowledge and Understanding:**

- Understanding of the principles and practices of effective careers development
- Contribute to the development of materials to enhance student achievement
- Keep well informed with regards to contemporary issues in careers and PSHE
- Ensure that all work is conducted in line with school and departmental policy on health and safety

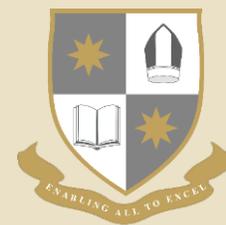
**Skills:**

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Enhance the learning environment for students to develop their skills
- Deal promptly and effectively with administrative procedures

**Principal Accountabilities:**

- To enable students to widen their career horizons
- To ensure students have the opportunity to engage in activities that prepare them for their future
- Provide reports that show evidence of progress made against objectives
- Show commitment to the students so that they feel safe and supported
- Enable all students to be included in opportunities so that all are able to achieve and enjoy
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended

*The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.*

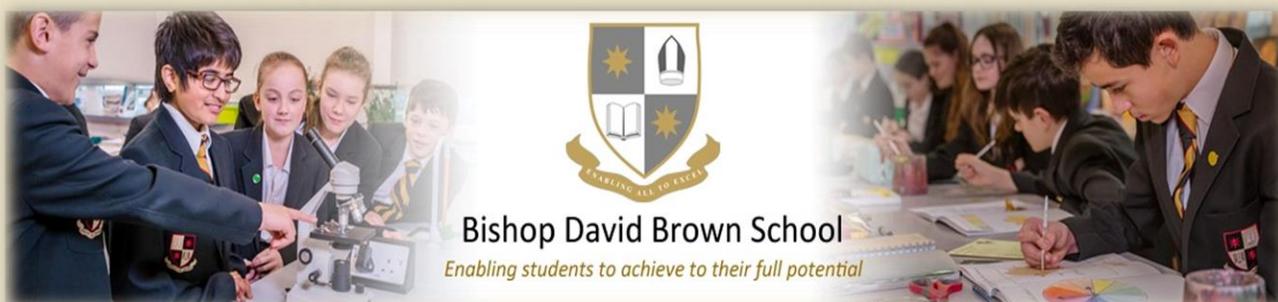


## Person Specification

### CEIAG Coordinator

	<i>Essential</i>	<i>Desirable</i>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>A levels (or other equivalent qualifications)</li> <li>Undergraduate Degree</li> <li>Additional professional qualifications</li> </ul>
<b>Professional Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in a structured manner to achieve the outcomes required</li> <li>Experience of working effectively in accordance with procedures and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of a leadership/management role</li> </ul>
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>IT literate</li> <li>Good oral and written communication skills</li> <li>Ability to manage projects</li> <li>Excellent interpersonal skills</li> <li>Excellent organisational and planning skills</li> <li>Flexible approach to the needs of the school and ability to work under pressure</li> <li>Able to work effectively independently</li> </ul>	<ul style="list-style-type: none"> <li>Additional language other than English</li> <li>Experience of maintaining records, using IT systems and paper based methods</li> <li>Experience of building and maintaining successful relationships with stakeholders</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to use initiative effectively</li> <li>Ability to relate professionally and appropriately with students and staff</li> <li>Ability to work as part of a team</li> <li>Patience and sensitivity</li> <li>Reflective practitioner and commitment to own personal and professional development</li> <li>Ability to work with discretion and confidentiality</li> <li>A commitment to safeguarding diversity and equality</li> </ul>	

# Application Process



***“Leaders have developed outstanding provision for pupils personal development and welfare. Pupils are very well cared for. They feel safe at school.”***

**Bishop David Brown School, Ofsted January 2019**

To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further information or to arrange a school visit please contact:

Bishop David Brown School, Albert Drive, Woking, Surrey, GU21 5RF

Email: [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk)

Website: [www.bdb.surrey.sch.uk](http://www.bdb.surrey.sch.uk)

Telephone: 01932 349 696

The Unity Schools Trust reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

## **Applicants with disabilities**

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## **Disclosure & Barring Service Check (DBS)**

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

## Recruitment monitoring

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

*The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.*



**Chief Executive Officer:** Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH  
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130  
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ