

JOB DESCRIPTION

CAREERS EDUCATION INFORMATION AND ADVICE GUIDANCE MANAGER

Grade:	OA7
Hours of work:	31¼ hours per week
Contract:	Term time only and GCSE/A Level results days
Base Location:	Newport Pagnell

OVERVIEW

The post holder will assist students' career learning, planning and development by leading and co-ordinating the development of careers education, information and guidance (CEIAG) in the school, paying particular attention to statutory guidance and benchmark criteria. The CEIAG Manager will advise senior leaders and governors, co-ordinate and facilitate the contribution of colleagues and partners, develop the careers programme, organise resources and secure high standards of education and guidance.

MAIN RESPONSIBILITIES

Careers

- Implement statutory requirements for careers education and ensure compliance with benchmark criteria;
- Provide impartial careers guidance and destination information to students in Years 7 to 13;
- Develop up to date resources for PSHE;
- Support the teaching of careers elements of the curriculum;
- Meet regularly with relevant staff to plan and review their contribution to the careers programme;
- Line manage the Careers and Work Experience officer;
- Organise careers focused element of 'impact morning';
- Be responsible for the careers area on the school's website/social media;
- Organise one to one meetings with students that focus on career pathways and progression;
- Develop intervention and personalised support for identified students following the one to one meetings;
- Ensure all students receive appropriate and current information to make informed career choices that is based on up to date labour market information;
- Facilitate small group sessions and larger presentations on all aspects of careers, employment, apprenticeships, education courses and topics related to personal development;
- Devise effective strategies in assisting students to create action plans for employment, education or training and supporting them to achieve these goals;
- Support students with completing applications for employment, apprenticeships, FE and HE courses;

- Provide information, advice and guidance to non UCAS Year 13 students;
- Hold exit interviews for any 'in year' leavers (Years 12-13);
- Co-ordinate the work experience placement process;
- Assist students with finding work experience, voluntary work, placements, internships, school leaver programmes, university residential;
- Work in partnership with parents/carers and external agencies including the Local Authority to provide information to students;
- Research and engage contacts in different industries to meet the needs of students;
- Provide speakers and presenters to promote career pathways, positive engagement and academic achievement;
- Develop and review employer/organisation database utilising partnerships;
- Take responsibility for recording contacts, monitoring and developing processes and measuring outcomes through tracking databases;
- Monitor and evaluate the effectiveness of guidance through student and parental views on the careers programme;
- Be responsible for recording and reporting accurate destination and NEET data;
- Provide destination data on all Year 11, 12 and 13 leavers to appropriate agencies;
- Produce written reports including case studies when requested;
- Arrange and schedule appointments and co-ordinate transition reports for EHCPs;
- Assist in the strategic annual review of the careers and transition delivery plan;
- Attend both Year 11 and 13 Results Day in order to support students;
- Keep up-to-date with current developments and relevant legislation;
- Attend professional/external relevant meetings as agreed by Line Manager;
- Work towards Level 6 Diploma in Career Guidance and Development or equivalent qualification.

PSHE

- Develop and organise the preparation of resources for tutorial activities;
- Develop Schemes of Work and resources for tutors as appropriate.

OTHER

Any other duties as reasonably requested by the line manager or Headteacher to allow for the efficient running of the school without changing the general character or level of responsibility entailed.

May 2019