

Our Lady's Catholic College

Job Description

Post title: CEIAG & PD Coordinator					
Directorate: CYP			Location:	Schools	
Establishment or team:		Our Lady's Catholic College		Post number:	
Grade:	Grade 6	Staff responsibility:		Essential Car user:	
<p>Purpose of the role (job statement)</p> <p>To provide advice and guidance for pupils in relation to careers education and 14-19 pathways. Organise effective work experience and work-related learning programmes to motivate pupils and raise achievement.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Work towards achieving the 8 Gatsby Benchmarks by September 2020 and maintain these going forwards 2. Work with pupils and staff to raise aspirations of future careers, through providing accurate and up-to-date advice and guidance on careers pathways using career and labour market information 3. Help organise a range of careers both within and outside the school day 4. Support pupils to access careers and training events and apprenticeships 5. Maintain and develop effective links with external agencies/organisations, including the National Careers service & local businesses. 6. Organise work experience/placements for pupils and monitor the effectiveness of these 7. Work with pupils and staff to ensure the coordination of PD provision within school 8. Coordinate PD events from external providers 9. Effectively track and evaluate provision of careers and PD across all year groups 10. Deliver one to one IAG interviews with students (dependant on qualifications) <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Plan, organise and promote work-related learning, such as practice interview days and industry days and encounters with further and higher education 2. Oversee arrangements for all pupils attending off-site provision, including interviews, taster visits, transport arrangements, monitoring progress and quality of provision, monitoring the costs of all off-site provision and co-ordinating and evaluating student assessment information 3. Organise and monitor the quality of extended alternative work-related experiences which address 14-19 student needs 4. Organise medium or long term work experience placements as part of alternative pathways for pupils at KS4 5. Work with Subject Leaders and staff to develop Careers in the Curriculum 					
Prepared by: J. Duncan			Date:	21/01/2020	

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.