



Ark Burlington Danes Academy

Job Description: CEIAG (Careers Education, Information, Advice and Guidance) Coordinator

Reporting to: Assistant Principal in charge of Careers

Start date: April 2018

Salary: Ark Support Staff payscale, Inner London, Band 6, £22,443 - £27,136 per annum

Hours: 36 hours per week, full-time and all-year round

The Role

To lead on the delivery of Careers Provision at the academy

Key responsibilities

- Develop and manage a rigorous Careers, Education, Information, Advice and Guidance Programme for all Key Stages.
- Lead on coordination of KS5 opportunities including interviewing potential NEET students.
- Liaise with KS3 on Options/Pathway Preparation Programmes.
- Provide a high level of student exposure to Alternative Progression Pathways in KS4 and KS5. Ensure the necessary support is available.
- Deliver 1:1 Career Guidance interviews to Year 11 students, in line with Statutory Guidelines.
- Organise and oversee CEIAG Resources across the academy in liaison with school Librarian.
- Lead on Ark BDA Work Experience Programmes.
- Manage Destination Data for Year 11 students.
- Management of existing online Careers Resource.
- Use of social media to advance the Careers Department's outreach.
- Deliver Career Department Presentations to staff and students.
- Manage an assigned budget and resource allocation for CEIAG.
- Engage with external companies, institutions and programmes, creating partnerships and experiences for Ark BDA Students.

- Ensure continuing professional development of self and others to secure high standards of CEIAG across the academy.

Academy Culture

- Support the academy's values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school/department culture and ethos that is utterly committed to achievement
- To be active in issues of pupil welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by Principal and other relevant members of staff

Qualification Criteria

- Qualified to teach and work in the UK.

Experience

- Extensive Careers Education experience and/or QCG qualifications
- The work experience process and liaising with the relevant external bodies

Knowledge

- Up to date knowledge in Careers provision
- Knowledge and understanding of how a secondary school with a Sixth Form should run

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Positive commitment to student achievement and staff development
- Ability to relate to young people and adults in the learning environment
- Helpful, positive, calm and caring nature
- Enthusiastic, committed and uses initiative
- Able to establish good working relationships
- Able to follow instructions accurately but make good judgments and lead when required
- Able to maintain a high level of attention to detail

Specific skills

- Good communication skills, including written and oral
- Good organisation skills
- Ability to work and plan under pressure
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Awareness of safety issues as appropriate to the post
- Health and Safety risk assessment in specific working environment
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.