

**JOB DESCRIPTION FOR THE CO-ORDINATOR OF CAREERS EDUCATION,
INFORMATION, ADVICE & GUIDANCE (CEIAG)**

1. The Key Purpose of the Position

To provide effective impartial careers, advice and guidance to pupils in all year groups in the school.

2. Line Management Responsibility

None

3. Line managed by

The member of the senior leadership team with responsibility for Careers Education, Information, Advice & Guidance.

4. Responsibilities

A Generic Responsibilities

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Child Protection policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism in accordance with agreed school procedures.
- iv. All staff follow school policies with regard to the use of inappropriate language by students whether it be racist, homophobic or simply coarse or crude.
- v. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- vi. All staff must know what to do in the event of the fire alarm sounding.
- vii. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- viii. All staff are expected to participate in the school's performance review system.
- ix. All staff are expected to carry out performance review interviews for the staff that they line-manage.
- x. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.

- xi. All staff are required to attend the meetings published in the school calendar appropriate to their role.
- xii. All staff are required to follow all agreed school policies and procedures.
- xiii. Staff should at all times set an example of personal integrity and professionalism.
- xiv. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

B. Specific Responsibilities

1. Manage the Work Related Learning Programme.
2. Develop and lead the Careers Education and Guidance programme.
3. Advise senior leaders and governors on appropriate policy, priorities and resources for developing careers education and guidance.
 - i. Plan, implement and evaluate an annual development plan for CEIAG linked to the school's strategic plan.
 - ii. Manage an annual budget for CEIAG.
 - iii. Develop CEIAG practice in school to reflect national and local initiatives and priorities.
 - iv. Represent the school at local CEIAG network meetings and provide updates and feedback as appropriate.
 - v. Liaise with external Post 16 institutions and other providers to provide CEIAG for pupils with reference to progression.
4. Plan and evaluate appropriate models for integrating CEIAG in the curriculum.
 - i. Liaise with other curriculum areas, e.g. PSHEE, Citizenship and other national curriculum areas to plan and develop appropriate programmes of study beginning in year 7 and continuing through to year 13.
 - ii. Liaise with external providers, Special Educational Needs and Year Coordinators to provide a prioritised schedule of interviews for pupils. These interviews must be conducted by an independent and impartial careers provider.
 - iii. Evaluate major aspects of provision and provide regular reports for senior leadership and governors.
5. Maintain effective communication with pupils, staff and other stakeholders through:-

- i. Liaison with post 16 providers on provision.
 - ii. Open access to the careers library and co-ordinator.
 - iii. Effective and relevant displays/communication via form tutors and Year Coordinators.
 - iv. Involvement in Parents' Evenings as appropriate.
 - v. Helping individual students with the completion of application forms, preparation for interviews and any other career related activity.
6. Manage the Work Related Learning Programme at KS4 to include:-
- i. Provision of Work Related / Enterprise Workshops.
 - ii. Liaison with training providers / external agencies.
 - iii. Work Experience preparation with pupils.
 - iv. Manage the Work Experience placement programme with Assistant Head Teacher.
 - v. Ensure staff visits on placements are scheduled.
 - vi. Manage (with Assistant Head Teacher) incidents/issues arising during work experience.

This job description is effective from

Signed

Date