

JESMOND PARK ACADEMY

JOB DESCRIPTION

Post Title: CEIAG Manager

Grade: N7 Job Evaluation: 513 points

Responsible to: Deputy Principal

Job Purpose: To lead and deliver accurate, impartial and up-to date IAG across the academy

To advise and support the team of teachers, administrators, external partners and others who deliver career guidance

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To have effective, up to date knowledge, and appreciation of, the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to help students to access appropriate progression and to disseminate such information to colleagues and students appropriately.
2. To develop and run a varied and effective programme of progression opportunities in liaison with the Deputy Principal, Leader of Citizenship (KS3) and Personal Development (KS4) and SENDCO ensuring that the progression needs of all students are met, including gifted and talented students and those with special educational needs.
3. To liaise with colleagues at all levels to identify students who need extra help to overcome barriers to progression, securing effective support and providing small group or 1:1 coaching as appropriate including liaising with families/carers
4. To advise and report to the senior leadership team and Local Advisory Group on policy, strategy, resources, uptake and outcomes relating to career guidance
5. To support the Deputy Principal in ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships to students in the Academy

6. To support the Deputy Principal in the co-ordination and supervision of tutors in years 7 - 13 in relation to careers guidance and progression.
7. To monitor and report on the delivery of career guidance across the eight Gatsby Benchmarks, using the Compass plus evaluation tool.
8. To coordinate the Academy's career guidance development plan, ensuring that details of the careers programme are published on the Academy's website.
9. To further establish and develop links with employers, LEP, FE colleges, apprenticeship providers, University Technical Colleges and universities including coordinating events, visits and taster sessions
10. To build a network of alumni who can help with the career guidance programme
11. To promote and implement the Academy's Equality Policy in all aspects of employment and service delivery.
12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with Academy policies and procedures.

Specific Responsibilities

13. To organise all relevant Progression Weeks for students in years 7 – 11 and Sixth Form.
14. To provide appropriate impartial advice and assistance to Pre and Post 16 individuals and groups of students relating to all aspects of progression.
15. To provide support for Year 10 and Year 12 students in accessing work experience opportunities.
16. Contribute whole school events and assemblies, including the booking of relevant speakers.
17. To facilitate and chair student and staff Careers Champion meetings
18. To support the Deputy Principal in negotiating a service level agreement with external guidance providers as appropriate.