

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Careers and Work Experience Administrator
Post Holder:	
Strategic and operational tasks:	• Support the delivery of the Academy's Careers Education, Information, Advice and Guidance (CEIAG) programme, ensuring effective administrative and organisational processes are in place. • Coordinate careers appointments and maintain accurate records using Academy careers systems and platforms, including Unifrog. • Support the planning, organisation and delivery of careers activities, including careers fairs, employer encounters, guest speakers and mock interviews. • Liaise effectively with employers, colleges, universities, training providers and other external partners to support careers education and progression opportunities. • Organise logistics for careers events and activities, including room bookings, resources, transport and communications. • Maintain accurate records of careers provision to support monitoring, evaluation and Gatsby Benchmark tracking. • Support targeted careers interventions and the promotion of careers opportunities to ensure all students can access appropriate guidance and experiences. • Administer the Academy's work experience programme for identified year groups. • Act as the key liaison with the Academy's Work Experience provider and coordinate all associated administration. • Monitor work experience processes, including student applications, employer engagement and parental communications. • Maintain accurate employer databases and alumni engagement records. • Support staff with placement checks, student monitoring and placement administration. • Track student attendance, engagement and outcomes related to work experience placements. • Support the Careers Leader in the implementation of the Academy's CEIAG policy and careers development plan. • Assist with the collection and analysis of careers programme evaluation data and destination information. • Contribute to the preparation of evidence and documentation required for governors, Ofsted inspections, Trust reviews and quality assurance processes. • Promote careers, apprenticeship, further education, higher education and employment opportunities across the Academy. • Act as a point of contact for students, parents, staff and external stakeholders regarding careers and work experience provision. • Maintain accurate systems and records in line with Academy, Trust and statutory requirements.
Safeguarding:	• Ensure compliance with safeguarding, health and safety, data protection and record-keeping requirements. • Undertake regular safeguarding training as required. • Ensure all careers events, employer visits and work experience activities are conducted in accordance with Academy safeguarding procedures.

General duties	• Liaise with all members of Academy staff and external stakeholders as appropriate. • Support effective communication with students, parents and carers regarding careers and progression opportunities. • Attend meetings, careers events, open evenings and results days as required. • Support the promotion of CEIAG activities and opportunities across the Academy. • Undertake relevant training and professional development to support the role and enhance personal effectiveness. • Keep up to date with careers guidance developments, labour market information and best practice. • Support the Academy's commitment to equality, diversity and inclusion.
Additional duties	• Uphold and promote the values and ethos of The Bishop of Winchester Academy. • Undertake any other duties as specified by the Headteacher, Careers Leader or Administration Manager. • To undertake such additional duties as may reasonably be required commensurate with the grade and responsibilities of the post. • Undertake any other duty as specified by the Principal • To undertake such additional duties as may be reasonably required commensurate with the seniority of the grade and of responsibility within the Academy. This could include attending evening events and meetings / conferences.
Reporting to:	Head of Careers
Responsible for:	Providing administrative and organisational support for the Academy's Careers Education, Information, Advice and Guidance (CEIAG) programme and Work Experience provision. Supporting the delivery of careers education, employer engagement activities and student progression opportunities, while maintaining accurate records, coordinating events and ensuring compliance with statutory careers guidance, Gatsby Benchmarks and Academy policies under the direction of the Careers Leader.
Liaising with:	Principal/Vice Principal, external agencies as appropriate, students, staff, and parents/guardians/carers.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	SCP 20
Disclosure Level:	Enhanced

Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All Academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialisms	All Academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	• To continually seek development opportunities to improve personal performance • Line Manager is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	• To act as a professional and positive ambassador for the Academy in order to support the Academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Will support development of the Academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the Academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the Academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the Academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the Academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.
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