

Grade / Salary	NJC 19-21
Contract Type	Permanent, Term Time Only plus 2 INSET days and 2 Plus Days
Line Manager	Careers Lead
	<p>Purpose of the job:</p> <p>The CEIAG Co-ordinator works alongside the designated Careers Lead and Senior Leadership Team to ensure the delivery of high-quality, impartial careers education, information, advice, and guidance across the school. Taking lead responsibility for the day-to-day operation and delivery of the school's careers programme, the postholder will support all pupils in their preparation for the world of work and help drive the school's agenda for economic well-being. With the confidence to advise colleagues and support the Careers Lead in implementing necessary developments to ensure the school meets the Gatsby Benchmarks, and complies with all statutory careers requirements.</p> <p>General Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. <u>Leadership</u> <ul style="list-style-type: none"> ● Support the team of tutors, teachers, external partners and others in the delivery of careers education and guidance. ● Understand the implications of a changing education landscape for careers education and guidance and advise the Careers Lead and SLT link accordingly. ● Work alongside the designated Careers Lead on policy, strategy and resources for careers education and guidance demonstrating how they meet the Gatsby Benchmarks. ● Collaborate with the Careers Lead and Personal Development lead to review and evaluate careers education and guidance, providing information for school improvement planning, Ofsted and other external evaluations. ● Work alongside the designated Careers Lead to prepare and implement a careers education and guidance development plan. ● Ensure compliance with legal requirements to provide independent, impartial careers guidance and give students open access to a full range of external providers. ● Ensure that details of the school's careers programme and the provider access policy statement are published and kept up-to-date on the school's website. ● Support subject leads in planning and at times attending career trips. 2. <u>Management</u> <ul style="list-style-type: none"> ● Plan the comprehensive programme of activity in careers education and guidance across the academic year. ● Brief, support, and resource teachers and tutors involved in delivering careers education and guidance.

- Monitor and track the delivery of careers education and guidance across all Gatsby Benchmarks.

3. Coordination

- Manage the provision, updates, and dissemination of career and labour market information.
- Develop and co-ordinate the careers library and maintain up to date and informative displays on designated careers notice boards.
- Plan, risk assess, and organise large scale careers events including the annual Careers Fair.
- Manage the careers section of the school's website, ensuring information is accurate, compliant, and current.
- Liaise with the Heads of House, Personal Development leader, and other subject leaders to map out and plan their curriculum contributions to careers guidance.
- Coordinate student encounters with Further Education institutions, employers, higher education, and training/apprenticeship providers.
- Act as a central point of communication for careers-related matters with pupils and their parents/carers.

4. Networking

- Establish and develop strong, reciprocal links with further education colleges, apprenticeship providers, university technical colleges and universities.
- Establish, maintain, and develop strategic links with local and national employers.
- Manage ongoing partnerships and links with external career organisations and enterprise networks.
- Build, maintain, and leverage a network of school alumni to support and enrich the careers guidance programme.

5. Operational

- Work unsupervised with small groups of pupils on career related topics, workshops, and projects.
- Undertake formal one-to-one careers guidance interviews with pupils to support pathway planning (subject to holding or attaining the relevant Level 6 professional qualification).
- Attend wider school events (e.g. options evenings, parents evenings) to represent the CEIAG department and provide targeted guidance.
- Attend relevant courses, networks, and hubs for continuous professional development.
- Conduct an annual destinations survey of Year 11 and 13 pupils to determine and record positive destinations.
- Act as the lead administrator for web based careers education and tracking systems (e.g. Unifrog, Compass+) to support pupils, teachers, and parents.

- Support the production, sequencing, and delivery of schemes of work for Careers throughout the school to ensure balanced provision.
- Oversee, organise, and maintain the physical and digital resources allocated to Careers, ensuring that pupils have seamless access to the required range of materials and expertise.
- Assist the Careers Lead with budget administration by raising purchase orders in accordance with Trust financial procedures, keeping inventories, and maintaining effective stock control.
- Evaluate and monitor external and internal developments in Careers, providing regular feedback to teachers and Senior Management.
- Ensure all pupils are fully informed of the full range of post-16 pathways, including academic, vocational, and technical options, while highlighting the provisions available at Ashton Sixth alongside external providers.
- Ensure that children with special educational needs and disabilities are heavily supported and prioritised when planning a career route or progression beyond Year 11.

6. Other Responsibilities

- The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the headteacher.

Notes

This job description may be amended at any time in consultation with the postholder.

Dimensions

Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.

Special Notes

Safeguarding

- Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.

PERSON SPECIFICATION

Job Title:	Careers, Education, Information, Advice, & Guidance Coordinator
Location:	Ashton Park School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> GCSE English and Mathematics at grade C/4 or above (or equivalent). Level 6 Diploma in Career Guidance and Development (or a formal commitment to working towards one). 	<ul style="list-style-type: none"> Evidence of recent, relevant professional development relating to the education sector or CEIAG.
Experience	<ul style="list-style-type: none"> Experience working with young people, preferably within an educational, training, or youth-work setting. Experience organising events, workshops, or project-managing activities. Experience using management information systems, databases, or digital tracking platforms. 	<ul style="list-style-type: none"> Experience conducting 1-to-1 careers interviews or advising transitions. Experience building networks and partnerships with businesses, employers, or educational institutions. Experience working directly within the Gatsby Benchmark framework.
Skills and Knowledge	<ul style="list-style-type: none"> Up-to-date knowledge of the post-16 and post-18 education landscape, including T-Levels, apprenticeships, and vocational routes. Strong understanding of statutory careers guidance and the Gatsby Benchmarks. Excellent communication skills (written and verbal) with the ability to engage confidently with pupils, parents, colleagues, and external stakeholders. Strong organisational, time-management, and administrative skills with the ability to manage multiple projects at once. High level of IT literacy (Google suite, MS Office, web-based software, and portals). 	<ul style="list-style-type: none"> Knowledge of local and regional Labour Market Information (LMI). Ability to analyse data trends (e.g., destination data) to inform strategy.
Personal Qualities	<ul style="list-style-type: none"> Deep commitment to safeguarding and promoting the welfare of children and young people. An impartial, objective, and student-centered approach to delivering advice. Approachable, empathetic, and patient manner when dealing with young people. High level of personal initiative with the ability to work independently without constant supervision. 	<ul style="list-style-type: none"> A proactive problem solver with a creative approach to engaging hard-to-reach students.

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| | <ul style="list-style-type: none">• Resilient, adaptable, and collaborative team player. | |
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Annual Appraisal

All staff must complete an annual appraisal as part of their performance management at the Excalibur Academies Trust

Probation period

All new members of staff will complete a probation period as per their induction process.

