



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

CEIAG Administrator



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency, and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose-built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	CEIAG Administrator
Reports to	CEIAG Lead
Salary/Grade	Pathway 2
Working Hours & Pattern	32.5 hours per week, 45 weeks (term time plus 1 week)
Core Purpose	To work alongside the CEIAG Lead to develop and support the function of Careers Provision within the Academy.

Key Responsibilities

- Work with the CEIAG lead to facilitate and evaluate careers events and support the whole school careers programme.
- Share careers information with students, staff, parents and carers through internal newsletters, the website and social media
- Maintain the database of community links with a range of individuals and employers (including work experience, charities and alumni) to provide opportunities for students across the Academy, seeking out new opportunities and connections where possible
- Organise and follow up on student appointments and liaise with HoY, DHoY and tutors for referrals and attendance
- Conduct Career Interviews with all Year 10 and 11 students to offer information, advice and guidance on their next steps after leaving Year 11
- To maintain accurate records on destination data for current and previous Year 11 students
- Support the CEIAG Lead with any administrative tasks related to the coordination of Year 10 Work Experience
- Provide administrative support to the team as and where needed
- Ensure the objectives of the Academy are met by maintaining good relations with staff, parents, students and external agencies.
- To deal actively with telephone calls, enquiries and requests.



General Responsibilities

- Take on any additional responsibilities which might from time to time be reasonably determined.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners.
- To engage with appropriate training opportunities to promote professional effectiveness in this role
- To promote a flexible approach to meet the changing needs of the Academy.
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives.
- To support the Academy's Character Curriculum vision and ethos by demonstrating the 6 Character Values in your work

In addition to the specific responsibilities of this post, every member of staff at the Academy will commit to:

- Providing a courteous and efficient service to students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- Working to maintain the Academy at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Academy's operation
- Promote the safeguarding of all students

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE A* - C in Maths and English (or equivalent)	E	A
Willingness to undertake Level 6 Diploma in Career Guidance and Development	E	A/I
Knowledge & Understanding		
Practical knowledge of a wide range of IT packages including Microsoft Word, Excel, Outlook.	E	A/I
Knowledge and understanding of the principles of good customer care practices and how they relate to working with a range of stakeholders.	E	A/I
Practical knowledge of office procedures including setting up systems, filing, photocopying.	E	A/I
Knowledge of data protection rules, including GDPR.	E	A/I
Knowledge of general admin tasks within a school environment.	D	A/I
Skills & Abilities		
Ability to use own initiative to prioritise and organise conflicting and immediate demands in a pressurised environment.	E	A/I
Ability to use ICT effectively and appropriately, with high levels of accuracy.	E	A/I
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress.	E	A/I
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations.	E	A/I
Ability to build good working relationships with colleagues and to be an active team member.	E	A/I
Ability to multi-task within own remit and other areas.	E	A/I
Ability to adapt to change and the introduction of new working practices.	D	A/I
Ability to work without direct supervision.	D	A/I
Experience		
Experience of working in a fast paced office environment	E	A/I
Experience of working with students, staff and parents.	E	A/I
Experience of working in a school environment.	E	A/I



Personal Commitment

Safeguarding and promoting the welfare and rights of young people	E	A/I
An acceptance of the principles underlying equal opportunities and diversity	E	A/I
Effective teamwork	E	A/I
Own performance management and continued, relevant professional development	E	A/I

Assessment methods

A - Application

I - Interview

T - Task/Activity

R - References

L - Lesson Observation



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