



Blue Coat
Church of England School
& Music College



Inspire Education Trust
Together we achieve, individually we grow

Job Description

Job Title: CIAG Lead
Employment Status: Permanent
Working hours: 28 hours per week
Working weeks: Term Time Only plus 5 days

Responsible to: Assistant Headteacher – Personal Development

Job Purpose:

- To provide impartial careers education, information, advice and guidance to students
- To advise on the delivery of quality careers education, ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways
- To ensure that Blue Coat is a place where students flourish by upholding and modelling the school's visions and values in all aspects of the role.

Main Duties and Responsibilities

- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning opportunities to aid their progression into further learning and work, including Higher Education;
- To coordinate and manage the destination tracking of all Year 11, 12 and 13 and ensure that documentation related to the September Guarantee, KS5 destinations and post 18 pathways are coordinated and returned to the LA within specified deadlines
- Completing timely returns to Prospects, including September Offers, Risk of Not Engaging and Missing Destinations
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning
- To research careers, options pathways and support organisations to meet young people's needs
- To support the effective planning, implementation, delivery and quality assurance of the careers programme for the school to ensure it continuously improves and delivers the impacts needed for young people in line with best practice;
- To ensure that, in line with quality assurance, effective record keeping is maintained to a high standard;
- To liaise with external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan;
- To enable young people to develop and implement career management skills through providing access to a range of methods including individual guidance (face to face), group work and online support;



- To assist with enabling young people to complete career actions plans to agreed quality standards;
- To prioritise support and guidance for students and parents at key points in the school year; KS4 Options Programme and Evening, Post 16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days for Year 11 and Post 16 qualifications
- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post
- To review resources in school used for Careers Lessons and research and develop new packages to support the UCAS application processes
- Lead the organisation, coordination and management of all education and career pathway events for example a careers fair.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Take on the responsibility for providing a safe environment and promoting children's welfare
- Undertake regular safeguarding and child protection training
- Familiarise themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- To carry out any other duties as directed by the Assistant Headteacher - Personal Development that are within the scope, purpose and spirit of the role
- Attend regular CPD as required by the school, and other optional relevant CPD to develop good practice
- Undertake further and continuous training appropriate to the post

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATIONAL ACHIEVEMENTS QUALIFICATIONS	GCSE grade C/level 4 in English and Mathematics Higher level qualifications such as A Levels/ BTECs/ Vocational	A relevant degree qualification Willingness to achieve Level 4 Diploma in Career Information and Advice
KNOWLEDGE AND EXPERIENCE	Providing careers information, advice and guidance Awareness of the statutory requirements for Careers Education in schools Working within a school environment Identifying pathways suitable for individual students Planning and organising careers events	Experience of working with children with social, emotional and behavioural needs Knowledge of and experience of working with external agencies and voluntary groups
SKILLS AND ABILITIES	Able to communicate effectively, professionally, confidently and accurately in person, by phone and in writing with a wide range of people – students, senior staff, teachers, parents and visitors Able to demonstrate how to identify suitable career pathways Able to demonstrate how to support students at risk of not undertaking post-16 pathways Able to demonstrate how to build strategic working relationships	Awareness of the requirements for specific career paths for professions such as Medicine, Veterinary Science etc.



	Able to show how to motivate and provide CPD for students in terms of career choices	
UNDERSTANDING	Full understanding of child protection and Keeping Children Safe in Education Understanding of safeguarding	Understanding of Secondary education sector and the careers/employability issues facing schools over the coming years
PERSONAL QUALITIES	<p>Must enjoy completing work in a professional and positive manner, relish solving problems and take pride in helping people</p> <p>Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student</p> <p>Motivation to improve standards and achieve excellence</p> <p>Demonstrate honesty and integrity</p> <p>Ability to work collaboratively with partner schools in the Trust and beyond</p> <p>Recognises the importance of protecting their own personal wellbeing</p> <p>To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner</p> <p>Committed to making children feel happy, safe and secure</p>	
SAFEGUARDING AND CHILD PROTECTION	Understands their role in safeguarding and protecting children or a keen willingness to learn this	In-depth understanding of the requirements of Keeping Children Safe in Education

	<p>Develops appropriate professional boundaries with children. Knows not to build friendships</p> <p>Awareness of the key safeguarding processes in schools or willingness to understand these</p>	<p>A realistic appreciation of the challenges involved in working with children</p> <p>Committed to improving safeguarding processes and practices. Sees it as part of their job</p>
PROFESSIONAL DEVELOPMENT TRAINING	Willing to participate in further appropriate professional development	Positive approach to own continuous personal professional development and training

CORE COMPETENCIES	E/D
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E