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|  | **Role:** | CEIAG Officer |
| **Salary Scale:** | Scale 5 - (£27,807-£29,214)  (pro rata)-term time only |
| **Updated:** | 13th July 2023 |

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| **Line Manager:** | Member of the Senior Leadership Team |
| **Supervision:** | CEIAG, Extended Services and Alumni Administrator |

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| **Specific Duties & Responsibilities** |
| In this role, you will be expected to:   1. To coordinate joint projects between Lister School and external organisations, with particular emphasis on developing and maintaining productive working relationships with a wide range of external partners. 2. To coordinate the provision of Careers Information, Advice and Guidance within the school including 1:1 student interviews. 3. To contribute to developing programmes for and raising standards and profile of the work related curriculum. 4. To line manage the CEIAG & Extended Services Assistant (CESA). |

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| **Main Duties & Responsibilities:** |
| *Careers Information, Advice and Guidance*   1. To lead on provision of Careers Information, Advice and Guidance at the school, including the planning and implementation of ‘World of Work (WOW) Week’. 2. To support the planning and implementation of Year 11 ‘Careers and University Insight Day’ (CUID) and the Year 10 ‘World of Work (WOW) Week’. 3. To coordinate the ‘Next Steps’ interviews for all Year 11 students and ensure colleagues leading create Individual Action Plans. 4. To provide opportunities for students to visit careers’ fairs and business organisations. 5. To encourage and develop students’ understanding of Higher Education and job opportunities. 6. To contribute towards CEIAG materials for Years 7-11, including seeking out work-related learning and Post-16 opportunities. 7. To build, improve and sustain links with the main tertiary colleges, in liaison with the Senior Leadership Team. 8. To collaborate with a broad range of professional agencies and businesses in order to build and maintain substantive and productive links which broaden the educational experiences of Lister students. 9. To be responsible for co-ordinating, implementing and embedding projects identified with external organisations 10. Support with providing students guidance on GCSE results day. 11. To identify and follow through on opportunities to bring additional funding for Careers into the school.   *Lister Alumni Network*   1. Ensure that an up-to-date Lister Alumni database is accurately maintained. 2. Ensure that Year 11 Leaver’s details are recorded on the database annually. 3. Act as liaison between the school and its Alumni, inviting them to key school events, etc. 4. Arrange under direction from SLT line manager the organisation and operation of Alumni events. 5. Support with collecting Alumni information on GCSE results day.   General Responsibilities:   1. To conduct all duties in a professional and reliable manner, ensuring that all communications are attended to promptly (with at least a holding response within 24 hours) and professionally, in a manner which reflects creditably upon Lister Community School. 2. To manage any allocated resources with due care, including maintaining proper records for any allocated budgets. 3. To adhere to all school policies, paying particular attention to those which deal with the protection of young people and to the effective management of resources. 4. To attend all relevant staff meetings and in-service training days, as directed by Line Manager. 5. To participate in the school’s performance management process. 6. To complete such other duties, within the competence of the post-holder, as may be required from time to time.   PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role. |

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| **Equality and Diversity** |
| We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work. |

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| **Safeguarding Children** |
| Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder’s responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy at all times.  If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead. |