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

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| **Descriptor** | **Requirement** | **Evidence** |
|  | D: DesirableE: Essential | A: ApplicationI: Interview |
| *Qualifications/Training* |
| GCSEs (or other equivalent qualifications) in English & Mathematics | E | A |
| A Levels (or other equivalent qualifications)  | E | A |
| Undergraduate Degree  | E | A |
| Level 4-6 Diploma in Career Information and Advice | D | A |
| Additional professional qualifications | D | A |
| Evidence of recent further professional development | D | A |
| *Professional Experience* |
| Prior experience of a multicultural, comprehensive school | D | A |
| Evidence of sustained, positive impact on pupils’ destination outcomes | E | A + I  |
| Experience of a leadership / management role | D | A + I |
| Evidence of ongoing commitment to developing your own knowledge, skills and understanding of CEIAG provision, including good use of professional development | E | A + I  |
| *Competencies, Knowledge & Understanding* |
| Ability to manage projects | E | A + I |
| Evidence of building and maintaining successful relationships with stakeholders | E | A + I |
| Understanding of relevant CEIAG legislation and how to meet this  | E | A + I |
| Engagement with literature and research around CEIAG  | D | A + I  |
| Evidence of collaborative working with curriculum teams | D | A + I |
| Understanding of the importance of literacy, numeracy & oracy in all subjects | E | A + I |
| Ability to act as a role model for students and other staff, at all times being professional and respectful in your dealings with others in the school community | E | A + I  |
| *Personal Qualities* |
| Excellent communication, presentation and ICT skills | E | A + I  |
| Resilient and determined to achieve goals | E | A + I |
| Ability to work under pressure and meet deadlines | E | I  |
| Self-motivated with exceptional organisational and planning skills | E | A + I  |
| Involvement in networking and sharing of best practice | D | A + I |
| Willingness to be flexible and take on additional duties as and when required | E | A + I |
| Strong commitment to, and support for, the ethos of the school | E | A + I  |
| *Equal Opportunities Awareness* |
| A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way | E | A + I |
| A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities | E | A + I  |
| A commitment to working in a flexible and collaborative manner with all members of the school community | E | A + I |
| *Child Protection & Safeguarding Awareness* |
| A strong understanding of child protection and safeguarding matters | E | I |
| A commitment to safeguarding and promoting the welfare of young people | E | I  |