



Careers Education Information Advice and Guidance Coordinator

Salary / grade range	P01 £31,346 - £33,782 & amazing benefits (£28,308.60 - £30,508.52 pro rata)
Location	Co-op Academy Leeds
Reports to	Assistant Principal for Student Support

Purpose of role:

- To be responsible for the delivery of Coop Academy Leeds' work related learning and independent, impartial Careers Education Information Advice and Guidance (CEIAG) service.
- To provide CEIAG to staff and students to ensure CEIAG delivery in the Academy, working with staff and outside agencies.
- To set up and monitor work related learning activities and provide administrative support as required.
- To ensure the Academy is adhering to the statutory guidance for careers guidance, access for education and training providers and working towards meeting all eight Gatsby benchmarks.

Key accountabilities (and specific duties / responsibilities):

General:

- To develop robust relationships with Universities, FE Colleges, vocational institutions and the business community, including the Chamber of Commerce, the CBI and local employment agencies to identify opportunities in the job market, work experience, apprenticeships and internships.
- To give one-to-one and group impartial support, advice and mentoring.
- To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions.
- To support and track progress of a list of students identified as at risk of becoming NEET.
- To identify, support and guide pupils and students who require additional support by working with them to help remove barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations.
- To track pupil and student progress and use information to ascertain student destinations and report this to the Academy, trust and Local Authority as required.
- To advise on the preparation of FE applications with the Year 11 Pastoral Team and Head of Post-16.
- To grow and develop an engaged network of parents, alumni, business partners and other friends of the School and community, to provide mentorship, work experience and to



coordinate networking events

- To ensure a comprehensive programme of pre-employment advice and training is available for our students so they are job ready upon leaving KS4 and Post-16.
- To populate and maintain the careers element of the Academy website and social media.
- To develop wide ranging opportunities and work related experiences as part of the Engage enrichment curriculum.
- To develop the 5-year programme to improve students' career and employability prospects in line with OFSTED recommendations and academy needs.
- To promote equality and diversity, and actively contribute to the Academy's ethos of closing the socio-economic gap.

Careers

- To provide a high quality programme to deliver careers education, information and guidance, where appropriate in partnership with external agencies.
- To oversee CEIAG in the Academy by following the agreed delivery plan.
- To liaise with Pastoral Leaders and PSCHE Coordinator regarding programmes of study requirements, contributing to the design and delivery of programmes through the academic year.
- To work with curriculum areas to develop careers activities, resources and enterprise links.
- To liaise with staff in order to organise careers interviews for students who follow alternative education routes.
- To offer advice on career opportunities and arrange experiences linked to career pathways..
- To be the Academy's CEIAG representative working with recognised outside agencies.
- To ensure appropriate, up to date resources are available for students.
- To be available to meet with parents at parents evenings throughout the year and offer advice regarding next steps on results day in August.
- To meet the Assistant Vice Principal: Student Support on a bi-weekly basis regarding any issues relating to work placements and the delivery of careers education.
- To organise and aid with the delivery of annual events such as mock interviews, careers conventions etc. liaising with FE/HE providers and local businesses and employers.
- To effectively communicate instructions, advice and information to parents, students and staff.

Work Experience (virtual or face to face):

- To create, develop and foster relationships with partner agencies, including the Co-op head office, regarding work placement opportunities.



- To identify and develop suitable placements for alternative education students, for whom internal exclusion may be an issue.
- To match students to available placements, taking account of student preference and suitability of available options.
- To assist students in preparation for placements through activities such as workplace visits and interview techniques. To arrange student interviews, and accompany them when required, including students who are on long term placements.
- To be the first point of contact for students on work placements, and employers pre and post placement.
- To supervise students' integration into work placements, including resolving any issues that arise.
- To liaise with those referring students for placements to ensure that any support needs are identified prior to the placement and that plans are in place to meet those needs.
- To support teaching staff working with students in their preparation for, and during, placements.
- To prepare all relevant supporting paperwork and documentation in relation to the work placement process.
- To arrange visits to students who are on long term work placements.
- To ensure that placements have been checked, risk assessed and approved in regard to Health & Safety; ensuring all necessary paperwork has been completed.
- To provide administrative support as appropriate, including keeping electronic records and information up to date.

Monitoring

- To monitor work placements in order to maintain an overview and to ensure a high quality learning experience.
- To monitor the delivery of CEIAG in the academy, preparing reports as required.
- Actively monitor systems to achieve efficiency and value for money.

Evaluation

- Evaluate impact of resources and systems.
- To complete the Compass tracker termly with the AVP:SS and annually with the Trust Careers Co-ordinator for quality assurance purposes.
- To use student voice to evaluate the impact of resources and systems

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Academy. They will also be expected to:



- Support the implementation of the Academy's Performance Management policy.
- Follow the Academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Take advice on establishing priorities for expenditure and the cost-effective use of resources.
- Work within the academy's quality assurance framework.

Health and Safety

- First Aider (training will be provided)
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety and Welfare
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, the PREVENT duty, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Performance Management and Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Improvement Plan, taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post.
- Be accountable for own performance management, setting challenging objectives/targets in line with academy priorities.
- Maintain up-to-date role specific knowledge.

Other

- To uphold the duty to safeguard and promote the welfare of learners.
- To participate in break and lunch duties where required.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement



of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications</p> <ul style="list-style-type: none"> • 5 or more GCSEs (including English and Maths) at grade C or higher. Or the equivalent • To hold, or at least be working towards, a level 6 qualification in career development (or equivalent) • Evidence of further study and CPD • To be on the CDI UK Register of Career Development Professionals • To be educated to a degree level in a relevant subject. 	<p>Desirable</p> <p>Desirable</p>	
<p>Experience</p> <ul style="list-style-type: none"> • Experience of leading projects/initiatives in a whole school setting • Successful experience of managing areas of work and projects • Experience of working collaboratively with stakeholders at all levels • Experience in careers advice or another area relevant to the role • Experience of working with children and young people. 		
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the content, structure and processes for the role. • To be able to represent the school on or off site and have an understanding of the importance of the Academy within the 		



<p>community.</p> <ul style="list-style-type: none">• To be able to use initiative, and have well developed incisive analytical and problem solving skills• To be able to monitor and evaluate procedures effectively• Communicate effectively with students, parents and other colleagues at all levels verbally and in writing.• To be proficient in working to strict deadlines and challenging timeframes.• Organise and develop effective systems• Take initiative and work independently• Work to high levels of accuracy• Prioritise and plan to ensure completion of tasks• Good negotiating skills• Good level of skills in relation to computer word processing and database software.• Able to interpret data• Knowledge of the UCAS application process.		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Be innovative and creative in developing solutions• A record of reliability and integrity• Willingness to participate in further training and CPD• Be hard working and self motivated, able to work under pressure, able to prioritise and be flexible working to deadlines• To be able to understand and be committed to equal opportunities for all members of the school community.		

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.