



Twyford Church Of England Academies Trust

“I have come that you might have life &
have it to the full” John 10 v10



Twyford Church of England High School

Job Description

Job Title:	Careers Information, Advice and Guidance (CIAG) Administrator
Grade:	Grade 6, points 18 - 20 (£28,119 - £29,133 pa)
Line Manager:	Administration Manager
Supervisory Responsibility:	None
Hours:	Full time (35 hours per week/52 weeks per year)

Main purposes of the job

1. To support Careers Leader with planning and implementation of a whole school Careers Strategy
 2. To work with Heads of Year / Key Stage to ensure Careers Information, Advice and Guidance opportunities are included in the pastoral curriculum
 3. To provide individual Careers Information, Advice and Guidance to students at significant stages in their GCSE options, Post 16 and Post 18 options
 4. To oversee the administration of the Work Experience Programme for Y10 and Y12
 5. To provide administrative support to the Post 16 & Post 18 options process for Y10-13 students
 6. To manage and update the Careers Information, Advice and Guidance area in the LRC
 7. To communicate Careers Information, Advice and Guidance opportunities with students, parents and staff (via a half-termly CIAG bulletin) as well as updating Careers pages on Copia & school website
 8. To liaise with existing employers & organisations to schedule & oversee the running of Careers talks, assemblies & events
 9. To ensure that all destinations data for Year 11 & 13 leavers is completed
 10. General duties
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- 1. To support the planning, implementation and review of a whole school Careers Strategy**
 - To work with the Careers Leader to continue to implement our whole school Careers strategy
 - To ensure that the Careers strategy is meeting the Eight Gatsby Benchmarks
 - To maintain and develop new links with external companies, agencies and employers to enhance CIAG
 - To liaise with the Careers leader to review and adapt the Careers strategy after each academic year
- 2. To work with Heads of Year / Key Stages to ensure Careers Information, Advice and Guidance opportunities are included within the pastoral curriculum**
 - To work with Head of Year and tutors to ensure CIAG opportunities are signposted in pastoral sessions, assemblies and community bulletin
 - To support Heads of Year & Key stages with CIAG recourses & opportunities relevant to each year group

3. **To provide individual and small group Careers Information, Advice and Guidance to students at significant stages in their GCSE options, Post 16 and Post 18 options**
 - To provide 1:1 and small group sessions to support students with GCSE, Post 16 and Post 18 choices for students who need further guidance / follow up meetings to their CIAG meetings with senior staff
 - To support the Year 11 Team with up to date Post 16 options such as college open days, apprenticeships opportunities etc.
 - To support the Sixth Form team with up to date Post 18 options such as labour market information, university taster courses, open days, employment opportunities and apprenticeships etc
 - To provide CIAG at events such as parents information evenings and assemblies
 - Work within the Sixth Form team to promote and oversee university taster courses, open days, access schemes, apprenticeship opportunities

4. **To oversee the administration of the Work Experience Programme for Y10 and Y12**
 - Oversee the administration of the Work Experience Programme for Y10
 - Provide support to the Sixth Form Team for Y12 Work Experience programme
 - Network and source new work experience places and organise risk assessment forms for new placements
 - Organise Work experience support sessions during the pastoral programme and two lunch times per week
 - Manage 'work experience' Email inbox for parents, students and employer queries
 - Ensure all Work Experience placements are completed for start of summer term
 - Prepare Work Experience placement packs ready for July placements
 - Maintain spreadsheet of placement visits by staff and prepare staff packs for those visiting placements
 - Liaise with employers to collect feedback on placements
 - Update data base on a yearly basis after summer visitor forms have been returned to you

5. **To provide administrative support to the Post 16 & Post 18 options process for Y10-13 students**
 - To provide 1:1 and small group sessions to support students with their Post 16 & Post 18 choices,
 - Maintain a central spreadsheet of Post 16 & Post 18 options throughout the year
 - Provide support on GCSE & A-Level results day with post 16 & post 18 options
 - Support students who are unsuccessful on results day in securing alternative post 16 places –thus ensuring 0% NEET

6. **To manage and update the Careers Information, Advice and Guidance area in the LRC**
 - Update notice boards and resources in the Careers Hub area of LRC
 - To provide up to date materials that will support post 16 and post 18 options including college and university prospectus, open day flyers, careers advice guidebooks etc

7. **To communicate Careers Information, Advice and Guidance opportunities with students, parents and staff (via a CIAG bulletin)**
 - To communicate CIAG opportunities with students through assemblies, drop in sessions, emails and community bulletin
 - To create a half-termly CIAG bulletin including activities, events and opportunities which is circulated to students, parents and staff
 - To contribute CIAG opportunities to the Wider Learning bulletin and Tywfordian

8. **To liaise with existing employers & organisations to schedule & oversee the running of Careers talks, assemblies & events**
 - To continue to maintaining links with employers & organisations for careers talks, assemblies and CIAG opportunities

- To network with & develop new links and partnerships with employers & organisations

9. To ensure that all destinations data for Year 11 & 13 leavers is completed

- To ensure that all Year 11 & 13 leavers destinations are completed each September
- To prepare examples of a range of destinations at Post 16 & Post 18 to showcase in year ahead evenings and other events

10. General duties

- To undertake similar duties, commensurate with the level of the post and the functions of the Administration & Communication Team, at the discretion of the Administration & Communications Manager. This might include temporary re-deployment to meet the needs of the wider School, and may involve normal duties having a lower priority or being temporarily put 'on hold'.
- If so trained, to provide first aid as required

Key measures of success

- Contributing to the excellent Careers strategy & provision across the school
- Excellent promotion & engagement in CIAG through bulletins, talks & events
- A well-resourced & informative Careers Copia page (regularly updated)
- Ensuring 100% of Y10 and 85% of Y12 students secure work experience placements
- Recording and tracking systems in place for CIAG
- Y10 & 11 students supported with post 16 choices, particularly college places and apprenticeships
- Y12 & 13 students support with post 18 choices, with excellent rates of progression to university, apprenticeships and employment
- Developing & maintaining excellent links & networking with employers & organisations
- Creating a well utilised Careers IAG Hub in the LRC

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Specification

Education and Qualifications	Essential	Desirable
Level 4 Qualification in Career Guidance (QCG) or other careers guidance qualification at equivalent level.		✓
Educated to degree level or higher		✓
Level 6 Qualification in Career Guidance (QCG)		✓
Librarian qualification		✓

Knowledge and Experience	Essential	Desirable
Experience of providing progression and careers advice / other guidance to young people	✓	
Experience of working in a school environment; awareness of safeguarding (etc.)	✓	
Working with employers and training providers	✓	
Good networking skills	✓	
Ability to set up and maintain good administrative systems (e.g. database of contacts)	✓	
Firm approach to orchestrating staff and events	✓	
Ability to work as a member of a team and/or independently	✓	
Ability to prioritise workload as appropriate	✓	
Good ICT skills	✓	
Experience of undertaking Needs Analysis in schools - working with HoD, Ho6th form, SENCO to determine student needs		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Excellent attendance and punctuality		
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Ability to demonstrate discretion, confidentiality and commitment	✓	
Experience of short, medium and long term planning at an operational level		✓
Experience of delivering defined projects to a deadline within a high pressured environment		✓

Key Terms and Conditions

Pay:

Grade 6, points 12 – 15 (£25,278 - £26,661 pa). Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26th of each calendar month.

Hours of work:

The working week is 35 hours.

Weeks of work:

Full-time: comprises 52 weeks, with annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB. For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.