



Job Description

| | |
|--------------------------------|---|
| Post: | CEIAG Officer |
| Grade: | Redhill Trust Band 9 |
| School: | The Oakwood Academy and Hall Park Academy |
| Responsible to: | Trust Careers Lead and Schools SLT Careers contact |
| Weekly hours worked: | 37 hours |
| Weeks worked per Annum: | 41 weeks |
| Post Objective: | Working across two schools within an Academy Trust ensuring the school has an excellent careers programme that meets the expectations set out in the Gatsby Benchmarks. |

Duties and Responsibilities

1. Working across two schools in an Academy Trust splitting your time approximately 2.5 days at each school.
2. To provide up to date guidance and support to the school, staff, parents and students in relation to Careers Education, Advice and guidance.
3. To provide timely information, advice and guidance to students one-to-one and in groups, ensuring all one-to one interventions are documented using a careers action plan.
4. To implement the careers programme across all year groups in each Academy, liaising with the SLT link and Trust careers lead.
5. To plan and deliver careers related lessons and groups works, covering CV lessons, self and opportunity awareness and Labour Market information, across all year groups.
6. To plan, coordinate and manage with the support of the Careers Leader a mock interview day for year 11 and year 13.
7. Arranging and Coordinating visiting professions during National Careers week with the support of the Careers lead.
8. To liaise with Tutors, Pupil Premium Mentor, SENCO and Heads of House to identify pupils needing guidance.
9. Planning external university and careers events visits developing links with universities, including visits to establishments and hosting visitors.

10. With support from the Trust careers lead, oversee the careers section of the school's website, ensuring information is accurate and up to date and to ensure the school has published on its website details of its careers programme.
11. To ensure the destinations of young people from the school are tracked and that this information is used to improve the effectiveness of the school's careers programme. To refer to The Risk of NEET Indicator (RONI) as a tool to identify young people in school who have risk factors for becoming NEET.
12. To link curriculum to careers and brief and support teachers involved in career guidance.
13. With the support of the careers leader, monitor the delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool.
14. To ensure careers related noticeboards are up to date and accurate.
15. To attend parent's evenings when required: to include year 8 options evening, year 10 and 11 parent's evenings and 6th form open evening.
16. To contribute to the school newsletter by writing articles for all careers related events.
17. Manage links with the LEP (local Enterprise Partnership) and other external organisations.
18. With the support of the Careers Leader, arrange, plan, lead and complete all necessary procedures with regard to careers related trips.
19. To comply with all school policies and procedures including those relating to safeguarding, child protection and IT security.