Careers Education, Information, Advice and Guidance (CEIAG) Teacher

Job Description

Reports to: Deputy Headteacher - Wellbeing

Status of Post: This role sits within our Teaching Teams.

Job Purpose

You will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance. The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that the school meets the Gatsby Benchmarks.

Under the reasonable direction of the Executive Head Teacher and Senior Leadership Team, you will carry out the professional duties of a school teacher as set out in the current School policies.

Areas of Responsibilities

There are responsibilities that are specific to CEIAG as well as general responsibilities as a teacher.

This position also encompasses the role of class tutor, supporting a cohort of 8 students with updating their personal documentation and teaching the class RE, PSHE, Skills Builder and wellbeing lessons.

CEIAG Responsibilities

Leadership

- Plan the programme of activity in careers guidance and lead and support the team of teachers, administrators, external partners and others who deliver careers guidance
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks and advise the senior leadership team on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks
- Report to senior leaders and governors as required
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes

- Prepare and implement a careers guidance development plan
- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools.
- Find out destinations points for the first two terms for all students that have left Heath Farm School at Key stage 4 as outlined in national guidance documentation
- Ensure that details of the school's careers programme and the provider access policy statement are published on the school's website.

Management, Coordination and Teaching

- Manage the work of others e.g. careers advisers and other staff involved in the delivery of careers guidance
- Plan and teach careers lessons
- Manage and organise all work experience programmes for years 10-13
- Manage the provision of career and labour market information
- Manage the careers section of the school's website, ensuring information is accurate and up to date
- Liaise with the PSHE leader and other subject leaders to plan their contribution to careers guidance
- Deliver the teaching of PSHE/Careers to 6th form students as part of their weekly timetable
- Refer pupils to careers advisers
- Coordinate encounters with employers and work experience
- Communicate with pupils and their carers in relation to careers development

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities.
- Establish and develop links with employers
- Negotiate a service level agreement with the local authority as appropriate
- Commission careers guidance services where appropriate
- Manage links with external organisations
- Secure funding for careers related projects
- Build a network of alumni who can help with the careers guidance programme

General Responsibilities

Behaviour Management

- Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils;
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role;
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy;
- Maintain the school's system of rewards and sanctions, which is understood and appreciated by pupils and parents;

- Promote learners' self-governance, independence and cooperation through developing their social, emotional and behavioural skills.

Pupil care and welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be aware of, and comply with, current policies and procedures relating to child protection; health & safety; confidentiality and data protection, reporting all concerns to the appropriate person;
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Other Duties and Responsibilities

- Have a commitment to collaboration and co-operative working where appropriate;
- Provide cover by supervising and teaching any pupils, whose teacher is unavailable;
- Know and understand the relevant statutory and non-statutory curricula/frameworks for their subjects/curriculum areas;
- Engage actively with the annual performance management review process, in accordance with the school's policy;
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Ensure attendance at morning briefing each day as well as attendance at weekly staff training meetings
- Contribute to the life and community of the school in all of its aspects.
- Perform any reasonable duties as requested by the Executive Headteacher or member of the Senior Leadership Team.