

Job description	
Job title	CEIAG Co-ordinator and Teaching Assistant (Careers Education, Information, Advice and Guidance)
Grade	Grade H SCP 23-25 Plus SEN Allowance
Directorate	Children's Services
Section/team	Meadow Park School
Accountable to	Headteacher
Responsible to	Deputy Headteacher
Date reviewed	May 2023

Purpose of the job

The CEIAG Coordinator will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance.

Duties and responsibilities

Leadership

- Prepare and implement a careers guidance development plan
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, and other purposes
- Report on guidance advice to senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website

Management

- Plan the programme of activity in careers guidance
- Brief and support staff members involved in careers guidance or who provide initial careers information
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Manage the work of careers staff and support tutors who are delivering careers advice

Co-ordination

- Manage the careers section of the school website, ensuring that information is accurate and up to date
- Work with the senior leadership team to deliver our school's careers programme
- Manage the provision of career and labour market information
- Refer pupils to careers advisers
- Communicate with pupils and their parents
- Engage with relevant subject leaders (such as the PSHE lead) to plan their contribution to careers guidance
- Coordinate the work experience programme, including monitoring and reporting on it, liaising with employers regarding health and safety, undertaking placement and safeguarding checks with appropriate risk assessments

Networking

- Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
- Establish and develop links with employers and work experience providers
- Negotiate a service level agreement with the local authority (LA) as appropriate
- Work with external organisations and external careers guidance services where appropriate
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects
- Maintain and grow a network of alumni who can help with the school's careers programme

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils (e.g. curricular, SEN, behaviour, EAL, pupils with a significant visual impairment, signing with Hearing impaired pupils, Early Years).
- Support with pupils exhibiting challenging behaviours
- Assist with the development and implementation of Individual Education Plans.
- Establish good working relationships with pupils acting as a role model and setting high expectations.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide specific support to pupils' dependant upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Promote self esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Respond to pupils who may become ill and to emergencies in the most appropriate manner and in accordance with established school procedure.

Support for the Teacher

- Establish and maintain an appropriate learning environment under the supervision of the teacher.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work against an agreed marking scheme under the direction of the teacher.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents/carers under the teacher's supervision.
- Administer and assess routine primary tests, accurately recording achievement/progress and invigilate exams/tests.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.
- Assist with the display of children's work.
- Provide minimal clerical/administrative support (e.g. photocopying, word processing, filing, collecting money etc.)
- To be involved in the planning, development and implementation of programmes of support for pupils with special educational needs.
- To contribute to the review of pupils' needs.
- To escort pupils as necessary and assist in movement around the school.
- Assist in the development and implementation of appropriate behaviour management strategies.

Support for the Curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupils learning styles and individual needs.

- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism, Behaviour management, translation signing.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Assist with the planning and supervision of opportunities for pupils to learn in out of school contexts, including before and after school, if appropriate, and within working hours.
- Undertake personal development through training and other learning activities including performance management as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Establish own best practice and use to support others.
- Assist in the induction of other teaching assistants.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will

carry out. The postholder may be required to do other duties appropriate to the level of the role.

Health and safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE maths and English • Level 6 Diploma in Careers Advice and Guidance (or willing to achieve)
Experience	• Work in a school/college environment or with young people • Knowledge of CEIAG within schools
Skills and knowledge	• Organisational and administrative skills • Competent with common IT systems, e.g. Microsoft Office • High standards of communication (verbal and written) • Time management and planning • Ability to lead and work as a member of a team to achieve agreed objectives • Ability to establish and develop strong customer-focused relationships • Ability to handle confidential information sensitively, and knowledge of relevant data protection practices • Knowledge of the higher education and careers market • Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks • Awareness and understanding of special educational needs and disability
Personal qualities	• Strong interpersonal and networking skills • Sensitivity and understanding, to help build good relationships with colleagues and pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 25/09/2025