

**RAVENSWOOD SCHOOL
JOB DESCRIPTION**



**Careers Information, Advice and Guidance Co-ordinator
Salary Grade: JG6
(term-time only plus training days)
Line Manager: Headteacher**

JOB PURPOSE AND CONTEXT:

1. To promote and support the school in fulfilling its aims
2. To develop the CIAG provision within the school, ensuring that as a minimum we are fulfilling statutory requirements (e.g. Gatsby Benchmarks and Baker's Clause)
3. To promote pupil achievement within and beyond the school by providing support for pupils and their families in making decisions about future pathways.

MAIN RESPONSIBILITIES:

Providing and signposting CIAG

1. To keep informed of all CIAG statutory requirements
2. To develop and maintain a CIAG library of resources suitable for our pupils and be able to signpost students to further information.
3. To liaise with the PSHCE curriculum lead and Deputy Head to plan the teaching of careers education across the school.
4. To work with relevant staff to deliver or organise delivery of specialist input to the curriculum and assemblies.
5. Effectively liaise with local employers to bring new opportunities for business involvement within the curriculum, including organising and running educational visits to local businesses, services and organisations.
6. To build a database of contacts with a range of individuals and employers willing to share information about their careers.

Supporting students and their families in making informed decisions

7. Using Person-Centred Planning provide students who will be moving-on with opportunities to consider their choices and provide them with well-matched support to express their choices to families, school staff and colleagues in other agencies and organisations.
8. As required, meet with parents to consider future pathways for their child.
9. Support the facilitation of review meetings so that parents are confident to share their views in a way which is helpful for their child.
10. Be a visible presence for parents and carers to talk to about CIAG and choices for their child, attending Parents' Evenings.
11. Keeping accurate records of all meetings and advice given to track student intentions as they change.
12. Keeping a record of each pupil's career journey.

Delivering Careers education to Pupils

13. Plan and deliver sessions to pupils to develop their employability skills.
14. Plan and deliver sessions to pupils to help them understand their options at Post 16 and Post 18.
15. Plan, deliver and assess pupil's work towards accredited coursework (ASDAN Employability and Personal Progress).

WORK EXPERIENCE (WEX):

1. Working with teachers, identify the interests and specific needs of students prior to planning programme of WEX.
2. Contact local employers about WEX placements and liaise with Data Manager around Health and Safety checks.
3. With Head of Department, plan WEX programmes and support monitoring of review of programmes.

Any other reasonable requests by the Headteacher