

**School Name:** Acklam Grange School

**Post Title:** CEIAG and Transition Coordinator

**Responsible to:** Executive Headteacher  
Headteacher

### **JOB SPECIFICATION: PURPOSE OF THE ROLE:**

To plan and facilitate effective, impartial careers, advice and guidance to students and to facilitate whole school transition.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Provide one to one impartial information, advice and guidance for all AGS students in relation to further education, employment and training opportunities.
- Develop and maintain links with employers and training providers ensuring a co-ordinated approach across curriculum areas.
- Develop effective work experience and work-related learning programmes to motivate students; supporting the raising of student achievement and aspirations.
- Organise a range of careers and Higher Education events, during and outside the school day, including Options Evening, Mock Interviews, Careers Information Evenings, SHINE, SPOTLIGHT, Employer Engagement and FE/HE visits.
- Maintain accurate records of all CEIAG encounters
- Create, maintain and monitor up to date student destination/NEET information as required

### **OTHER RESPONSIBILITIES:**

- Provide ongoing support for students who have progressed to key local providers to ensure continued engagement.
- Develop effective links with both local and national businesses to promote learning opportunities for students that deepen their subject understanding.
- Develop effective links with higher education establishments to help raise student aspirations.
- Develop effective links with external agencies/organisations, including the National Careers Service and National Apprenticeship Scheme in order to engage with students in broadening their horizons by connecting learning with the world of work.
- Work with students and staff to raise educational and employment aspirations by providing accurate and up-to-date advice and guidance on career and educational pathways, supporting such activities both in and out of the classroom.
- Support enterprise activities within the curriculum; developing business links to support such activities.
- Support students and parents at key transition/progression points i.e. Key Stage 2 to 3, 3 to 4, 4 to 5.
- Provide basic literacy/numeracy opportunities for parents/carers to enable them to better support students.
- Plan and ensure that CEIAG and STEM activities are delivered effectively through the curriculum and within PRIDE.
- Ensure all students attending offsite provision receive the same quality careers information, advice and guidance as those in school.
- Be a key member of the Transition/Induction Year 6 to Year 7 Team.

**SUPPORT FOR THE SCHOOL:**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of students.
- Take the initiative to develop appropriate multi-agency approaches to supporting students.
- Plan out of school learning activities within guidelines established by the school in relation to CEIAG and alternative education.
- Follow and be actively involved in Acklam Grange PRIDE.

**Other duties commensurate with the grade of the post as required by the Executive Headteacher and the Senior Leadership Team.**