



## Twyford Church Of England Academies Trust

“I have come that you might have life &  
have it to the full” John 10v10



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### Twyford Church of England High School

#### Job Description

<b>Job Title:</b>	<b>Careers Information, Advice and Guidance (CIAG) &amp; Progression Co-Ordinator</b>
<b>Grade:</b>	Grade 6, points 18–20
<b>Line Manager:</b>	Administration & Communications Manager
<b>Supervisory Responsibility:</b>	None
<b>Hours:</b>	Full time (35 hours/week, 52 weeks/year*) Core hours are 8.00am – 3.30pm Plus 1 hour per day accrued time (3.30pm – 4.30pm)

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#### Main purposes of the job

1. To support Careers Leader with planning and implementation of a whole school Careers Strategy
2. To provide informative and administrative support to students, parents and carers at significant stages (GCSE, Post 16, Post 18 including UCAS)
3. To liaise with existing opportunity contacts, employers and organisations to schedule visits and oversee the running of careers talks, assemblies and events
4. To oversee the administration of the Work Experience Programme for Y10 and Y12
5. To support the Administration & Communication Team with a range of organisational, clerical and general tasks on behalf of the school, staff, students, parents and visitors

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#### Specific responsibilities and tasks

1. **To support the Careers Leader with planning and implementation of a whole school Careers Strategy**
  - To work with the Careers Leader to continue to implement our whole school Careers strategy and ensure the requirements of the Eight Gatsby Benchmarks are met
  - To liaise with the Careers leader to review and adapt the Careers strategy after each academic year
  - To maintain and develop new links with external companies, agencies and employers to enhance CIAG opportunities
  - To support Heads of Years and key staff with CIAG resources and opportunities relevant to each year group; ensure CIAG opportunities are signposted in pastoral sessions, assemblies, community bulletins, notice boards and in the identified Careers Hub areas of school
  - To communicate Careers Information, Advice and Guidance opportunities with students, parents and staff (via a half-termly CIAG bulletin) as well as updating Careers pages on Copia & school website
  - To contribute CIAG opportunities to the Wider Learning bulletin and Twyfordian

**2. To provide informative and administrative support to students, parents and carers at significant stages (GCSE, Post 16, Post 18 including UCAS)**

- Liaise with the Careers Lead and Head of Sixth Form to provide 1:1 and small group sessions to support students (and in some cases parents and carers) with GCSE, Post 16, Post 18 and UCAS choices for students who need further guidance / follow up meetings to their CIAG meetings with senior staff; support may be required at events such as parents information evenings and assemblies
- To support the Upper School and Sixth Form teams with Information, Advice and Guidance meetings and maintain a central databases of Post 16 & Post 18 options throughout the year
- To support the Upper School and Sixth Form teams with up to date Post 16+ and 18+ options such as labour market information, college or university taster or open days, employment schemes, traineeships/apprenticeships opportunities, access schemes etc.
- To provide support on GCSE & A-Level results days in August with Post 16 & Post 18 options; support students who are unsuccessful on results day in securing alternative post 16 places – thus ensuring 0% NEET
- To ensure that all Year 11 & 13 leavers destinations are completed mid-September each year
- To produce and publish a bulletin of activities, events and opportunities, resources and upcoming information each half-term for all students, parents and carers

**3. To liaise with existing opportunity contacts, employers and organisations to schedule visits and oversee the running of careers talks, assemblies and events**

- To network, develop and continue to maintaining links with employers & organisations for careers talks, assemblies and CIAG opportunities
- To communicate CIAG opportunities with students through assemblies, drop in sessions (Careers Clinics), emails and community bulletin
- Careers Fair
- Talks & Opps

**4. To oversee the administration of the Work Experience Programme for Y10 and Y12**

- Oversee the administration of the Work Experience Programme for Y10
- Provide support to the Sixth Form Team for Y12 Work Experience programme
- Organise Work Experience support sessions during the pastoral programme and lunch times
- Network and source new work experience places and organise risk assessments and insurance forms for new placements
- Maintain databases on placements and liaise with employers to collect feedback on placements for future placements

**5. General duties**

- To undertake similar duties, commensurate with the level of the post and the functions of the Administration & Communication Team, at the discretion of the Administration & Communications Manager; this might include temporary re-deployment to meet the needs of the wider School, and may involve normal duties having a lower priority or being temporarily put 'on hold'
- If so trained, to provide first aid as required

### Key measures of success

- Contributing to the excellent Careers strategy & provision across the school
- Excellent promotion & engagement in CIAG through bulletins, talks & events
- A well-resourced & informative Careers Copia page (regularly updated)
- Ensuring 100% of Y10 and 85% of Y12 students secure work experience placements
- Recording and tracking systems in place for CIAG
- Y10 & 11 students supported with post 16 choices, particularly college places and apprenticeships
- Y12 & 13 students support with post 18 choices, with excellent rates of progression to university, apprenticeships and employment
- Developing & maintaining excellent links & networking with employers & organisations
- Creating a well utilised Careers IAG Hub
- Well organised, professional and timely responsive administration service (transparent systems & highly efficient admin) and acceptable turnaround of deadlines on project and tasked-based work as deemed appropriate by the Administration & Communications Manager
- Positive 360 degree feedback from teaching staff & key users of progression co-ordination

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### Signatures

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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### Person Specification

Knowledge and Experience	Essential	Desirable
Good ICT skills & advanced MS Office user	✓	
Previous administrative experience or of working in an office or customer service environment	✓	
First Aid qualification (3-day at work)		✓
Experience of providing progression and careers advice / other guidance to young people		✓
Experience of working in a school environment; awareness of safeguarding (etc.)		✓
Experience of undertaking Needs Analysis in schools - working with HoD, Ho6th form, SENCO to determine student needs		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Excellent attendance and punctuality	✓	
The ability to work in an extremely busy and face-paced environment	✓	
Ability to organise, plan and prioritise work, paying attention to detail		
Willingness and ability to manage own time and take full responsibility for work	✓	

Strong team player, willing to pitch in and help other members of the team	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	

## Key Terms and Conditions

### Pay:

Grade 6, Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26<sup>th</sup> of each calendar month.

### Hours of work:

The working week is 35 hours.

### Weeks of work:

**Full-time:** comprises 52 weeks, with annual holiday entitlement of 24 days per year plus 3 days at the end of December (when the school is closed) plus 8 public holidays. Entitlement increases to 27 days after 5 years' service. Holidays are to coincide with periods when the school is closed and public holidays which will be notified from time to time.

You will be required to work on (but not limited to) National GCSE and A-levels Results Days each academic year, as well as providing evening support for Year 7 & Sixth Form Open Evenings – dates vary each academic year.

### Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: [www.lgps.org.uk](http://www.lgps.org.uk)

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the DBS (Disclosure and Barring Service), previously the CRB. For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*