

THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

CEIAG ADVISOR

Careers & Education Information, Advice and Guidance (CEIAG) Advisor

£25,835.81 - £30,539.46 per annum (actual salary)

(37 hours per week, 40 weeks per annum)

Candidate Information



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We are seeking to appoint a Careers & Education Information, Advice and Guidance (CEIAG) Advisor to join our thriving school. The successful candidate will work with Year 7-13 students support in the delivery of Careers Information, Advice and Guidance and ensure the school is successfully meeting the Gatsby benchmarks. This will include supporting the students in application processes to further and higher education and apprenticeships beyond Year 11 and 13.

A formal qualification at level 6 or level 7 (SCQF level 11) is desirable but not essential and we will support the professional development of the successful applicant to become qualified.

The role will include liaising with external agencies and local employers to ensure all students have access to encounters with external providers of technical education, apprenticeships and employers from a range of industries as well as coordinating work experience opportunities for Year 10 and 12 students.

If you are a team player with a flexible approach and a positive, can-do attitude, and would like to find out more about these positions, please go to www.radcliffeschool.org.uk/join-our-team-1. The deadline for applications is 9am on Friday 10 January 2025.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT
Tel: 01908 682 222
www.radcliffeschool.org.uk

Headteacher: Paula Lawson



CEIAG Advisor

Job Purpose

- To provide leadership, management and support in the delivery of Careers and Education Information, Advice and Guidance.
- To liaise with other professionals within school plus external agencies.
- Maintain clear and timely communication with stakeholders, including parents.
- To co-ordinate the impartial IAG Careers Advice programme for students, liaising and coordinating external providers.
- To contribute to the organisation of Year 10 and Year 12 Work Experience Placements.
- To arrange extended Work Placements for students when requested.
- To ensure resources are accessible and kept fully up to date with all necessary information.
- To identify and engage with relevant initiatives.
- To organise an assembly programme involving external sources that supplement the IAG provision and support in raising student's aspirations.
- To coordinate careers-based days, trips and visits.
- IAG around preparing for life in the working environment.

Support for the school

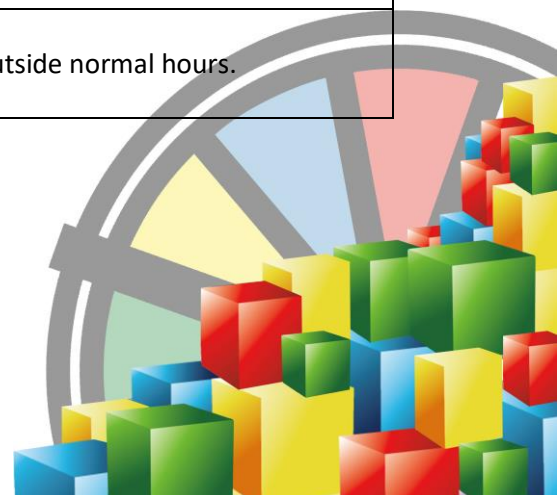
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities (including first aid training) as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Undertake planned supervision of students out of school hours.
- Help to supervise students on visits, trips and out of school activities as required.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualification / Training / Competences	<ul style="list-style-type: none"> • Experience in a similar role. • Excellent numeracy & literacy skills. • Excellent keyboard and data entry skills. • Willingness to work flexibly when required. • Willingness to undertake a first aid at work qualification. 	<ul style="list-style-type: none"> • Experience in a similar role within a school. • Formal qualification at level 6 or level 7 (SCQF level 11) • Member of the Career Development Institute (CDI) • Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL). • Experience of using SIMS. • Experience of providing administrative support.
Knowledge	<ul style="list-style-type: none"> • Effective use of ICT packages, including Word, Excel and Outlook. • Use of relevant equipment / resources • Knowledge of the UCAS process. • Knowledge of education, employment, training and personal development opportunities that are available for young people • Knowledge of the local labour market and issues relating to learning and employment. 	<ul style="list-style-type: none"> • Knowledge of relevant polices / codes of practice & awareness of relevant legislation. • Knowledge of the local labour market and issues relating to learning and employment.
Skills	<ul style="list-style-type: none"> • Excellent ICT skills. • Ability to prioritise. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Ability to identify own and others' training & development needs & cooperate with appropriate individuals to address these. 	
Personal qualities	<ul style="list-style-type: none"> • Friendly, supportive and comfortable working around staff and students. • Organised and independent in managing a changing schedule of tasks and responsibilities. • Prepared to gain skills in areas of need such as the use of certain equipment and software through CPD and independent learning. • Able to work constructively as part of a team, understanding school roles & responsibilities. 	
Special Circumstances	Occasional attendance at meetings and events outside normal hours.	

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to jo.moloney@radcliffeschool.org.uk, to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

