

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	Aspirations, Careers and Work Experience
Post Holder:	
General Duties:	<p>All Academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All Academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation.</p> <p>CEIAG</p> <ul style="list-style-type: none"> • To provide IAG to Years 9 - 13 via interview. • To actively encourage 6th Formers to self-refer for IAG. • To regularly update 6th Formers, the 6th Form team and 6th Form Tutors on all resources and events available for further progression, including UCAS, Apprenticeships, Traineeships and Employment. • To support Heads of Year to plan, manage and co-ordinate the Academy's Careers programme. Lead sessions in assemblies, classrooms and small groups as required. Undertake associated administrative duties as required. • Provide admin support and guidance to students and parents at parents evenings. • To coordinate the access to suitable careers advice software, such as Kudos, Cascaid, Careerscape and Higher Ideas. Facilitate and update software and login details, and ensure these are available on the Intranet to students and staff. • To ensure that Heads of Years and Mentors/Tutors are aware of FE and HE opportunities, and arrange for presentations and visits as required. • To manage and supervise the CEIAG resource base, including associated ICT provision. • To ensure CEIAG literature is available and regularly updated and replenished. • To offer CEIAG support to students during break/lunchtime/after school in order to minimise impact on academic learning. • Ensure staff, students and parents are aware of CEIAG support and availability and lead sessions to raise awareness as appropriate. • Coordinate events such as Careers Fair, Careers Showcase, National Careers Week, Skills Festival and Aimhigher events. • Ensure effective communication with all stakeholders, including use of academy newsletter and website. • Attend meetings, training and seminars when appropriate. <p>Work Experience</p> <ul style="list-style-type: none"> • To lead in conjunction with Heads of Year and Mentors/Tutors the Academy's work experience programme for all students in KS4 and KS5. • To liaise with Academy's work experience provider and employers to arrange suitable work placements for students. • To support and liaise with Head of 6th Form, Heads of Year and other Academy staff to plan, manage and coordinate the Academy's block and extended work

	<p>experience programmes for students in KS4 and KS5 by carrying out a variety of administrative duties as required.</p> <ul style="list-style-type: none"> • To organise interviews between students and employers, and interview students if appropriate. • To create visit lists and make available on line and/or display on notice boards. Ensure these are updated daily during work placement weeks. • To be responsible for delivering and receiving documentation such as log books, employers report books, parent information etc. <p>Additional Curriculum Opportunities</p> <ul style="list-style-type: none"> • To support Heads of Year to plan, manage and coordinate Alternative Education Arrangement with other providers for selected students. • Support students and Head of 6th Form with 6th Form applications. • To support Heads of Year to plan, manage and coordinate Alternative Education Arrangement provision for selected students. • Support Heads of Year with additional student opportunities such as Aim Higher events, SPARC courses and the Engagement Programme. • Provide administration support for all travel arrangements, venue bookings and Risk Assessments etc. • Attend associated meetings to support the additional curriculum opportunities as required. <p>Office Support</p> <ul style="list-style-type: none"> • To provide support and cover for the main Academy office as appropriate. • To support and present the corporate image of the Academy. • This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. • This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.
Reporting to:	Head of 6 th Form
Responsible for:	Provide careers advice to students, lead the Academy's careers programme, coordinate work-related learning and alternative education arrangements. Support enterprising activities, employer liaison and engagement with the local community.
Liaising with:	Principal/Vice Principal, external agencies as appropriate, students, staff, and parents/guardians/carers.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced

Review Date:	Annually as part of the Performance Management process.
Section Two Professional Duties and Responsibilities	
Ethos	All Academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All Academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
Self Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Line Manager is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the Academy in order to support the Academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Will support development of the Academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the Academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the Academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the Academy's Safeguarding procedures in order to protect the safety of all children.
Confidentiality	To ensure confidentiality of the Academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.