



# CROFTON ACADEMY

## JOB DESCRIPTION

**Job Title: Careers Education, Information, Advice and Guidance (CEIAG) Support Assistant**

**Grade:**

**3**

**Reporting to:**

**CEIAG CO-ORDINATOR**

**Location:**

**CROFTON ACADEMY**

### **Overall Job Purpose**

#### **'Guidance/Counselling/Coaching/Care'**

- To work with CEIAG Coordinator and tutors to ensure that every pupil has a CV in school that can be printed/updated. Pupils must be given their copy of this CV and a version emailed to them if possible during their last term in year 11. CSA to manage the organisation of this: keep records of pupil progress on this and also ensure a copy of every CV is in school. File these in progression hub and check if pupils update them etc. Issue back to pupils near end of year 11.
- Distribute to Y11 the various prospectus from NC, BC, WC and CA 6<sup>th</sup> form.
- Support pathway speakers work for Y11: get lists and rooms info from CEIAG Coordinator and distribute to pupils concerned, GT and all staff emailed to know who out and when.
- Support CEIAG Coordinator with One6 trip by collection of slips from cohort invited by school, and email staff with names/dates and times of when these pupils will be out. Arrange coach(es). Keep CEIAG Coordinator informed.
- To be responsible for the promotion, monitoring and success of the Sheffield Award Scheme. To organise this work from start to finish, including organising the trip at the end. To liaise with CEIAG Coordinator for support on this, but to speak to pupils in assemblies/ train tutors and encourage pupils to engage in the scheme. [Contact SU and ask for the full picture of what you need to do and when. To become the expert on this.] Arrange Y10 assembly with A Cheung (SU) early in term 1, send letters for parents and send postcodes of students to SU. Keep profile of this initiative high. Book in 'on target' assembly. Ensure pupils/parents know criteria: attendance/punctuality/work experience and post 16 event. Monitor this. Work with YGM to identify 2 achievers of the year (Y10 & Y11), fill out nomination form and send off. Send SU all that they need (e.g. DOB and lists of those on track: post codes etc) To support the pupils on the actual trip and arrange staffing etc. through CEIAG Coordinator and the LG. Prep YGM and involved parents throughout the process and on the trip. Organise coaches etc.
- On a weekly basis file all confidential paperwork from Connexions and CEIAG Coordinator about interactions/work done to support our pupils. [Organisation is key.] Gather evidence in the form of

records of interventions, mentoring and work placements – plus anything else done to support individuals.

- To support CEIAG Coordinator in her work to provide opportunities for pupils (and parents) to voice their ideas and suggestions on what they want from careers guidance.
- To keep the careers display boards updated (seek information from Connexions and CEIAG Coordinator).
- To ensure that the TV screens are used to display CEIAG related information in a timely way (seek information from Connexions and CEIAG Coordinator).
- To keep reminding pupils/tutors to look at the displays/TV screens (use of email for tutor time etc.).
- Support CEIAG Coordinator with the Yorkshire and Humber skills careers fair (usually Oct for Y10): collect reply slips, make a register, email to all staff who is going and reminder of date [in plenty of time] and book coach.
- To support CEIAG Coordinator and Connexions in ensuring that pupils and parents are clear of how to use the 'National Careers Service'.
- To book coaches for all CEIAG trips and events
- Order 'Which Way Now' and 'It's Your Choice' from Prospects and check with CEIAG Coordinator and Connexions when to distribute these to the pupils.
- Support Connexions with Y10 Apprentice trip (usually NOV time): liaise with ZF – collect typed letters and distribute through ZF when she meets the cohort, collect permission slips, do register and ensure that all staff are aware of times/dates and names. Book coach (es).
- Support CEIAG Coordinator to work with Y10 (towards end of the year) and Y11 pupils completing their UCAS application forms in an appropriate way. Prevention of NEET.
- Support launch of CAP to Y10 by booking ICT rooms and getting profile sheets printed.
- Y10 Mock interviews. Organise refreshments for interviewers and lunches (as required). On interview days, meet, greet and settle interviewers. [CEIAG Coordinator to deal with situations if interviewers do not come etc.]
- Issue connexions pupil appointment times to pupils and tutors. Connexions will provide the information/time etc. [If agreed with HT – do all staff emails of interviews weekly so that staff have a chance to alter it if a big problem.]
- To ensure that simple, general information about careers (from CEIAG Coordinator) is distributed and explained to GT in a timely and clear way, so that pupils have full access and good information.
- Work with CEIAG Coordinator and Y10 tutors to support pupils with their online applications for Taster days.
- Ensure that all SOW and necessary materials are copied and distributed to GT (in plenty of time) once CEIAG Coordinator has finalised the materials and made one perfect set. Check if ICT rooms are needed and if so, book these and ensure that GT know which rooms they are to use and when. Input names for Y9 'The Real Game' activity SOW. Also to check that ICT licences are up to date and that the software is working (eg JED, FAST TOMATO & The Real Game)
- Support CEIAG Coordinator for 'Getting It Right' day by ensuring that her list of resources are ordered and ready.
- Support all Taster days organisation: Book ICT for am registrations so that pupils can apply, organise coaches, gather lists of pupils from CEIAG Coordinator of who going where/when and email this information to all staff in plenty of time & let canteen know how many pupils are out of school. Check with CEIAG Coordinator that you have told GT everything that they may need to know!
- *CEIAG long term plan will be shared to enable planning for when tasks are needed, but also liaison with CEIAG Coordinator and Connexions is required. Any changes to the outline below must be agreed with LG.*
- *Please keep YGM 'in the picture' when sending out information to GT (and LG).*
- *On all displays put a sign saying that information is on the webpage about CEIAG.*

All work is to be undertaken with guidance from CEIAG Co-ordinator

## **General Academy Responsibilities**

- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

### **Responsibilities for Resources:**

**Line Management Responsibilities:** No line management responsibility

**Financial Responsibilities:** The job involves no direct responsibility for financial resources.

**Physical Resources:** The job involves some direct responsibility for physical resources.

**Responsibility for Policy Development:** The jobholder has no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

**Responsibility for Student Outcomes:** The jobholder may support students on a daily basis, with encouragement to develop their reading skills, to enable them to fully access the Academy's curriculum and enjoy reading.

**Working Conditions:** The jobholder will work within the Academy on a daily basis.

**Main Contacts:** Students, teachers, Coordinator CEIAG.

### **Hours of work: 13.75pw**

This role needs the person to be available during registration time every morning and in any PSE s

Monday, Tuesday, Thursday & Friday 8.45-11.15am

Wednesday 8.45-12.30pm

### **Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** November 2015

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**