



BRIDGEWATER

HIGH SCHOOL

LEARNING WITH PRIDE AND JOY

Lower School

Years 7-8
Hall Drive, Appleton
Warrington, Cheshire
WA4 5JL

Tel: 01925 263814

Upper School

Years 9-11
Broomfields Road, Appleton
Warrington, Cheshire
WA4 3AE

Tel: 01925 263919

Careers Education Information Advice Guidance & Alumni Support Officer JOB DESCRIPTION

Job Title	CEIAG & Alumni Support Officer
Grade	Grade 7 SCP 23 - 27 Actual Salary £27,590 - £30,745
Location of work	Bridgewater High School Upper & Lower School Sites
Directly responsible to	Assistant Headteacher
Hours of Duty	37 hours per week 39 weeks per year – Term Time only plus one week (GCSE Results week)
Role Profile	<p><u>Main duties/responsibilities</u></p> <p><u>General</u></p> <ul style="list-style-type: none"> • To develop robust relationships with FE Colleges, vocational institutions, and the business community, to identify opportunities in the job market, work experience, apprenticeships, and internships. • To give one-to-one and group impartial careers support, advice, and mentoring. • To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions. • To support and track progress of a list of students identified as at risk of becoming NEET. • To identify, support and guide pupils and students who require additional support by working with them to help remove barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations. • To track pupil and student progress and use information to ascertain student destinations and report this to the Senior Leadership Team and Local Authority as required. • To advise on the preparation of FE applications with the Year 11 Pastoral Team • To grow and develop an engaged network of parents, alumni, business partners and other friends of the school and community, to provide mentorship, work experience and to coordinate networking events • To populate and maintain the careers element of the school's website and social media. • To promote equality and diversity.

Mr Keiron Powell
Principal, BA (Hons), QTS

Mrs Tracey Hatton
Headteacher, BA (Hons), P.G.C.E., N.P.Q.H.



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Main duties/responsibilities

Careers

- To give one-to-one and group impartial support, advice, and mentoring.
- To support delivery of a high-quality programme to deliver careers education, information, and guidance, where appropriate in partnership with external agencies.
- To support CEIAG in school by following the agreed delivery plan.
- To liaise with Pastoral Leaders and PSHE Coordinator regarding programmes of study requirements, contributing to the design and delivery of programmes through the academic year.
- To work with curriculum areas to develop careers activities, resources, and enterprise links.
- To liaise with staff in order to organise careers interviews for students who follow alternative education routes.
- To offer advice on career opportunities and links to career pathways.
- To be the school's CEIAG representative working with recognised outside agencies.
- To ensure appropriate, up to date resources are available for students.
- To be available to meet with parents at parents' evenings throughout the year and offer advice regarding next steps on GCSE results day in August.
- To organise and aid with the delivery of annual events such as mock interviews, careers weeks etc. liaising with FE providers and local businesses and employers.
- To effectively communicate instructions, advice and information to parents, students, and staff.
- Attend and represent the school at local CEIAG meetings, co-ordinating the work of the school and other local schools wherever possible.
- Attend regular meetings, representing key views and ideas of CEIAG ensuring that Assistant Head is kept well informed.
- Consult with Assistant Head regularly to create aspirational, yet achievable aims for students.

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- Ensure that opportunities are suitable for a wide variety of people, including pupils with special educational needs and disabilities (SEND) minorities and pupils at risk of NEET.

Main duties/responsibilities –

Alumni

- Play an active role in recruiting and maintaining the school’s alumni network
- Act as the first point of contact for Alumni members, delivering a first-class service by responding to enquiries and requests for visits as necessary
- Responsible for keeping the alumni database updated
- Develop relations with alumni so that they support CEIAG within school and participate and support school events including open evenings, award evenings
- Support organising alumni events, both online and at various venues

Other Duties which include:

- Evaluate impact of resources and systems
- To monitor the delivery of CEIAG in the academy, preparing reports as required.
- Develop stakeholder engagement to support the school’s CEIAG & Alumni offer

General

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

Review Arrangements

Date Job Description prepared/revised: Jill Stanton May 2024

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PERSON SPECIFICATION

	Essential	Desirable	Assessment Method
<ul style="list-style-type: none"> Relevant experience 	<ul style="list-style-type: none"> Experience of leading projects/initiatives in a whole school setting Successful experience of managing areas of work and projects Experience of working collaboratively with stakeholders at all levels Experience in careers advice or another area relevant to the role Experience of working with children and young people. 	<ul style="list-style-type: none"> Experience of working in an academy or multi academy trust. 	<ul style="list-style-type: none"> A A/ I A/ I
2. Qualifications	<ul style="list-style-type: none"> 5 x 9 – 4 (A*-C) GCSEs including English and Maths Level 6 Diploma in Career Guidance and Development 	<ul style="list-style-type: none"> Educated to degree level or equivalent Evidence of further study and CPD 	<ul style="list-style-type: none"> A A
3. Abilities, Skills & Knowledge	<ul style="list-style-type: none"> To be able to represent the school on or off site and have an understanding of the importance of the school within the community. To be able to use initiative, and have well developed incisive analytical and problem-solving skills To be able to monitor and evaluate procedures effectively Communicate effectively with students, parents, and other colleagues at all levels verbally and in writing. To be proficient in working to strict deadlines and challenging timeframes. 		<ul style="list-style-type: none"> A/I A/I A/I A/I A/I



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	<ul style="list-style-type: none"> • Organise and develop effective systems • Take initiative and work independently • Work to high levels of accuracy • Prioritise and plan to ensure completion of tasks • Be flexible with working hours to meet the demands of the CEIAG and Alumni requirements 		<ul style="list-style-type: none"> • A/I • • •
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Key:

A = Application

I = Interview

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