

## CEIAG Advisor

### Key Purpose of the Role

To provide outstanding Careers Education, Information, Advice & Guidance (CEIAG) to students from Prospect Trust (TPT) academies which helps them to recognise/establish their unique values, skills and abilities, ensuring that their progression decisions are well informed, viable and appropriate.

The CEIAG Advisor will contribute to the Trust's strategic objectives by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

### Key Responsibilities

1. Delivering outstanding 1:1 CEIAG interview programmes across all TPT academies in order to:
  - a. explore students' interests and capabilities
  - b. discuss current and future progression/career opportunities
  - c. develop an appropriate action plan which will enable students to make informed, suitable and achievable career decisions
  - d. support student career progression
2. Advising students on how to source relevant training courses or qualifications and what funding/bursaries might be available
3. Providing advice on CV preparation, applications, job search and interview techniques
4. Running small group sessions or larger presentations on all aspects of careers work and topics related to progression at TPT academies as appropriate
5. Supporting students in the use of computer aided CEIAG and Labour Market Intelligence (LMI) packages to help TPT students understand and access information about the current job market
6. Ensuring that tutors/colleagues are appraised of any relevant discussion outcomes via agreed communications routes
7. Supporting the TPT Academies' careers leads to identify, plan and implement CEIAG activities, coordinating appropriate CEIAG service at academy events such as open days and consultation evenings
8. Undertaking regular research into CEIAG/progression provision in academy subject areas and advising and supporting managers accordingly

9. Encouraging and supporting curriculum and pastoral colleagues in embedding careers topics and discussion into their schemes of work
10. In compliance with Career Development Institute's (CDI) Code of Ethics, keeping up to date with labour market information, relevant legislation and professional and academic developments by liaising with Higher Education (HE) institutions, employers, training providers, CEIAG events and networking meetings run by educational and professional bodies, cascading relevant information to colleagues as appropriate
11. Maintaining up to date knowledge and skills by taking part in continuing professional development (CPD) as appropriate.
12. Acting as a positive ambassador and representing TPT at external CEIAG events as required.
13. Assisting the Lead CEIAG Advisor in developing service tracking systems and responding to feedback from service users
14. Supporting and advising the Lead CEIAG Advisor on operational issues in order to maintain an exceptional service
15. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

**Line Manager:** Lead CEIAG Advisor

## **Person Specification**

### **Qualifications**

- Qualified to minimum Level 6 in Careers Information & Guidance

### **Significant and proven experience in the following areas:**

1. Providing a CEIAG service across 11-19 age group
2. Successfully managing/leading a professional team to improved outcomes
3. Evidence of up to date CPD and Labour Market Intelligence (LMI) information
4. Managing multiple tasks with conflicting priorities and timescales
5. Building positive working relationships with multiple customers and colleagues
6. Accurately maintaining and monitoring information

### **Personal Qualities and Skills**

1. High professional standards and personal integrity, with high expectations of self and others
2. A proven approach to problem solving
3. Strong interpersonal and communication skills with the ability to engage with clients, students and their families

4. A highly professional approach to upholding the excellent reputation of TPT and its academies both locally and nationally when negotiating with external agencies, providers, students and their families
5. Ability to dovetail requirements of government, Ofsted and TPT academies
6. Ability to build rapport with others in order to foster positive working relationships
7. Ability to prioritise conflicting demands in order to meet deadlines
8. Committed to continuous professional development
9. A 'can do' attitude
10. Empathetic and tactful, with a high level of emotional intelligence;
11. Ability to work independently and as part of a busy, diverse, customer facing team
12. Resilient, calm and able to work under pressure
13. High professional standards and personal integrity in order to maintain confidentiality
14. Committed to continuous professional development (CPD)

### **Job Requirements**

- A current clean driving licence and access to a vehicle in order to travel between TPT academies and events
- Ability to work outside of core hours, within reason and as required.