

CEIAG Team Leader EL90



Cheshire College
South & West

Job Description

Area	:	Marketing and School Partnerships
Salary	:	£30,881 to £34,745 (per annum)
Hours of Work (Full-time/Part-time)	:	37
Line Manager	:	Marketing and School Partnerships Director
Line Managing	:	Careers Advisers
Responsibility for	:	Careers, Education, Information, Advice and Guidance

Main Purpose of Job:

To lead on the delivery and management of the Career Education, Information, Advice and Guidance (*CEIAG*) provision. Working across the College and collaboratively to promote and embed CEIAG in all areas of provision.

The post-holder will work closely with the College Leadership Team (*CLT*) and Director of Marketing and School Partnerships.

To ensure that all College customers receive the best service, in order to ensure that the provision:

- meets the needs of learners, employers and other stakeholders;
- is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- is effective, efficient and provide excellent value for money;
- reflects the vision, mission, aims and values of the College;
- is innovative, developmental and sector leading; *and*
- promotes a culture of excellence and equality.

The postholder will be a member of the Marketing and School Partnerships team.

Key Duties and Responsibilities:

- (1) To provide clear day-to-day leadership in the development and delivery of CEIAG (*Careers, Education, Information, Advice and Guidance*) to ensure it meets the needs of the learners and delivers a high standard of learning experience and supports learners to progress successfully.
- (2) Advise the senior leadership team on policy, strategy, and resources for CEIAG.
- (3) Prepare, implement and quality assure the CEIAG provision.
- (4) To contribute and shape the College's contribution in achieving external quality standards, for example 4.1. Matrix accreditation.
- (5) To prepare, review and analyse statistical reports in relation to CEIAG, and provide key information to CLT and SLT.
- (6) Manage the provision of CEIAG across the College, including the development and review of the Careers Programme.

- (7) Establishing and developing links with key external partners and stakeholders including employers, universities, local authorities and LEP (*Local Enterprise Partnership*) to support CEIAG provision.
- (8) Monitor access to, and up take of one-to-one Careers Advice, and implement strategies to ensure learners access this resource to support their progression and wider learning.
- (9) Monitor the delivery of careers guidance across the eight Gatsby Benchmarks.
- (10) Line management of Careers Advisers.
- (11) Liaison with key internal stakeholders, such as Assistant Directors and wider members of learning support departments such as Personal Development Tutors, UCAS Co-Ordinator and Work Experience team.
- (12) To lead on the data capture of learner destinations.
- (13) Assist with student recruitment activities, including support at Open Evenings, Guidance interviews and external events.
- (14) Contribute to the Student 'lifecycle' (pre application to Induction).
- (15) To manage staff resources as appropriate to achieve the objectives of the role.
- (16) To support the management of allocated resources and budgets to comply with audit and financial regulations and management procedures.
- (17) To have an understanding and knowledge of key changes within the educational sector, to anticipate the impact these may have on key target markets in relation to CEIAG.

Generic Duties and Responsibilities:

- (18) Support and promote a culture of innovation, excellence and equality.
- (19) Comply with College policies, procedures and agreements.
- (20) Contribute to the risk management of the College.
- (21) Support and follow the College's strategies on equality, diversity and safeguarding.
- (22) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (23) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (24) Undertake such other duties as may reasonably be required commensurate with this grade.
- (25) place of work or at other locations which are part of the college estate.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



CEIAG Team Leader

Person Specification

	Assessment Method					
	Application Form	*Test	Interview / Presentation	Psychometric Testing	Qualification Certificates	References
<i>*Test = Skills Test/Knowledge Test/Micro Teach/Presentation</i>						
Education and Qualifications						
Essential						
• Qualified to a minimum Level 3 / A Level standard	✓				✓	
• Evidence of continuing professional development and genuine interest in continuous learning	✓				✓	
• Valid full UK Driving Licence	✓				✓	
Desirable						
• Masters Degree	✓				✓	
Skills and Experience						
Essential						
• A management style that motivates and inspires others to achieve outstanding results at pace with exceptional results	✓		✓			✓
• Strong team building skills and thorough understanding of creating a transformational culture	✓		✓			✓
• Managing quality processes and procedures to secure improvements and high achievements	✓		✓			✓
• A proven record of exceptional networking and relationship building with schools, employers and other stakeholders	✓		✓			✓
• A confident communicator with excellent verbal and written skills	✓		✓			✓
• Robust data analysis of complex information to inform quality improvement and decision-making	✓		✓			✓
• A proven record of working to tight deadlines and achieving targets	✓	✓	✓			✓
• Proven experience of maintain a tight control on costs	✓					✓

Personal Attributes						
Essential						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally) and to translate ideas into actions	✓		✓			
• Proven and demonstrable experience of critical thinking and the ability to apply this to affect change in a fast-paced environment	✓		✓			
• Emotional intelligence, self-awareness and confidence			✓			
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓			
• Able to appropriately challenge staff and hold difficult conversations			✓			✓
• Accuracy and attention to detail		✓				
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓				
• Flexible approach to working	✓	✓	✓			
• Commitment to on-going professional development for self and others	✓				✓	
• Enhanced full DBS	✓					

Update: December 2024