

## JOB DESCRIPTION

JD no: 1

### Job Details

<b>Post Title</b>	Administrative Assistant
<b>Responsible to</b>	Line Manager

### Purpose of job

To provide general clerical or administrative support to the school under the direction/instruction of senior staff.

### Responsibilities

1. Provide general administrative support e.g. photocopying, filing, faxing, emailing, and completion of routine forms/templates. This could be directly supporting the Principal.
2. Update manual and computerised records/management information systems with basic information.
3. Open, sort and distribute incoming mail and post outgoing mail.
4. First point of contact for sick pupils, liaise with parents/carers/staff.
5. Assist with arrangements for visits.
6. May occasionally handle cash e.g. for school visits, dinner money.
7. To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damage etc.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Undertake all aspects of reception duties to include operation of the switchboard (answering incoming telephone calls as appropriate and emailing details when recipient is unavailable) and maintaining a log for visitors, staff and students during the day. Ensure a safe and tidy reception environment is maintained at all times.
2. Assist with the operation of the management information system.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Administrative Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Administrative Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Administrative Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Administrative Assistant is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Administrative Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Administrative Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 2

## Job Details

Post Title	Administrator
Responsible to	Line Manager

## Purpose of job

To provide administrative and organisational services to the school under the management and guidance of senior staff.

## Responsibilities

1. Provide specific administrative and organisational services to the school, responding to support requests in line with agreed timeframes.
2. Analyse and evaluate data and information and generate accurate reports in line with established guidelines and deadlines.
3. Process routine forms, populate templates and returns etc., including those to outside agencies.
4. Liaise with parents/carers, pupils, other staff and external agencies in a professional manner.
5. Assist with organisation of meetings, visits and events. Take notes where required.
6. Contribute to the planning and development of administrative procedures and systems.
7. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced IT packages.
8. As directed, undertake personnel administration as required, including processing forms and filing.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Undertake all aspects of reception duties to include operation of the switchboard (answering incoming telephone calls as appropriate and emailing details when recipient is unavailable) and maintaining a log for visitors, staff and students during the day. Ensure a safe and tidy reception environment is maintained at all times
2. Undertake day-to-day supervision of admin staff.
3. Assist with the operation of the management information system.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Administrator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Administrator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Administrator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Administrator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The Administrator is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Administrator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Administrator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

**Job Details**

<b>Post Title</b>	Senior Administrator
<b>Responsible to</b>	Line Manager

**Purpose of job**

To manage an administrative function within the school.

**Responsibilities**

1. Plan, develop, organise and monitor support systems and procedures.
2. Provide support, advice and guidance on administrative issues to admin colleagues, senior staff and others. Respond to support requests in a timely manner through effective prioritisation of workload.
3. Undertake analysis and interpretation of complex data, and produce detailed reports.
4. Contribute to the development of administration policies.
5. Liaise with parents/carers, pupils, other staff and external agencies in a professional manner.
6. Responsible for organisation of meetings, visits and events. Take accurate notes where meetings may be of a confidential/sensitive nature.
7. Produce and respond to correspondence. Responsible for completion and submission of forms and templates, returns etc.
8. Develop and maintain recording and information systems, including personnel information.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Operates school information management systems.
2. Manage/supervise administrative staff, allocating work on a regular basis.
3. Contribute to the marketing and promotion of the school
4. Monitor service contracts, licenses and insurance

**Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the Senior Administrator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

**Student Care Role**

- The Senior Administrator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

**Training and Development**

- Training and development will be given to ensure that the Senior Administrator is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Senior Administrator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Senior Administrator is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Senior Administrator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Senior Administrator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

**Job Details**

<b>Post Title</b>	Examinations Officer
<b>Responsible to</b>	Line Manager

**Purpose of job**

The Examinations Officer is responsible to the Principal for all aspects of the administration and organisation of public examinations across three Key Stages, including some internal tests. The Examinations Officer is also responsible for the recruitment, training and monitoring of external invigilators.

**Responsibilities**

1. Administer all tasks associated with the planning, set-up, implementation and checking, for all external and internal examinations and controlled assessments.
2. Organising examination rooms and the daily running of examinations to ensure that they comply with all examination board regulations.
3. Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
4. Organising the allocation of duties across the team of external invigilators including the provision of special arrangements for students with special educational needs. Ensuring that all invigilators are trained in the examination regulations and procedures for all public and some internal examinations.
5. Maintaining the examination information on the Management Information System is up-to-date and accurate.
6. Input of all external examination entries to the relevant examination boards for public exams, such as GCSE, BTEC, AS and A Level in consultation with staff, students, parents and other schools using the current Management Information System.
7. Producing an examination timetable and individual timetables for students.
8. Liaise with SENCO over students with special arrangements, ensuring that the requirements of students with special education needs are met and applications are submitted on time for any necessary special considerations.
9. Collating examination results and certification for individual students. Check, distribute or arrange collection by students of all certificates.
10. Liaison with Heads of Department and Examination Boards in the handling of queries regarding results and script returns.
11. Receiving and secure storage of examination certificates and distributing them to students. Ensuring the confidentiality of all examination papers and stationery until the appointed date and time, and the completed scripts until they are despatched for marking.
12. Manage all activities and attend results days for both GCE and GCSE examinations.
13. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

**Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the Examinations Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### **Student Care Role**

- The Examinations Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Examinations Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Examinations Officer is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### **Performance Management**

The Examinations Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Examinations Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.



**Job Details**

<b>Post Title</b>	HR Administrator
<b>Responsible to</b>	Line Manager

**Purpose of job**

To manage, monitor and develop effective HR and organisational support systems and procedures, and ensure the smooth running of the HR function.

**Responsibilities**

1. Provide basic advice on policies and procedures to staff and managers. To be the first point of contact for all HR queries.
2. Ensuring all applicable legal, regulatory and inspection compliance requirements are met. Ensuring HR governance is maintained and adequate controls are in place and maintained (including right to work and equal opportunities)
3. Ensuring all personnel files and HR records held at the Academy are accurately maintained in line with best practice
4. Management of the School's staff appointments and leavers on the Academy information system (CMIS) and Single Central Record of staff
5. Managing the recruitment process for all new posts from start to finish, liaising closely with SMT and department managers, including the creation of job descriptions, person specifications and adverts
6. Assisting Senior Management when required in regards to grievance and disciplinary procedures, performance management reviews, staff development, motivation and retention
7. Taking the lead on ensuring the Disclosure and Barring Service (DBS) and Safeguarding training process is followed appropriately by the School
8. Managing leave requests and return to work procedures in conjunction with the Principal, staff contract changes, documentation and processes
9. Provide payroll support to the Academy's Business Manager/Finance Officer
10. Liaison with the Academy's external HR & Payroll provider
11. Representing the HR function at relevant school meetings
12. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

**Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the HR Administrator will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

**Student Care Role**

- The HR Administrator will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The HR Administrator will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- The HR Administrator is employed for [hours] per week for [weeks]

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

## Performance Management

The HR Administrator will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The HR Administrator will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 15

## Job Details

Post Title	Data Officer
Responsible to	Line Manager

## Purpose of job

To manage and administer school data, supporting the Principal, Senior Leadership Team and teaching colleagues in promoting the progress and achievement of all students.

## Responsibilities

1. Provide timely, efficient and effective data management to support the whole school operation including accurately maintaining staff and student data records.
2. Analysing school and student data to support strategic and operational decision making at all levels within the Academy. Producing reports and advising on the story behind the data as required, including A-Level and GCSE exam results.
3. Collaborate with senior colleagues with responsibility for data, tracking and progress to produce student progress predictions and targets. Production and sending out of student progress reports to parents.
4. Ensure all DfE returns are carried and are submitted accurately and timely.
5. Preparing reports for internal colleagues, Trust colleagues and external agencies as required.
6. Ensure data structures are adequate for tasks including the integrity, consistency and coherence of data. To ensure compliance with Data Protection Act and the safe handling and sharing of information.
7. Support with the administration of year 6 intake and in-year student transfers.
8. Support with timetabling and organisation to match curriculum plans.
9. Act as lead for the use of SISRA/data analysis software and maintain accurate data within the system. Support teachers with its use and provide reports to the Senior Leadership Team.
10. Support colleagues across the Academy with all day to day requirements linked to the use of data systems and data analysis.
11. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Data Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Data Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Data Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Data Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### Hours of work

- The Data Officer is employed for [hours] per week for [weeks]

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### Performance Management

The Data Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Data Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

**Job Details**

<b>Post Title</b>	Personal Assistant
<b>Responsible to</b>	Principal

**Purpose of job**

To provide comprehensive administrative and secretarial support for the Principal and Senior Team in supporting the Academy in achieving its aims. The successful applicant will work in close liaison with the Leadership Team, undertaking all duties associated with the demands of this role.

**Responsibilities**

1. Manage and co-ordinate administrative support service to the Principal and Senior Team; including managing all written and telephone enquiries and other administrative correspondence to staff, parents, DfE and other Academy stakeholders.
2. Act as first point of contact for the Principal, producing and responding to any correspondence, filtering telephone calls and emails as appropriate.
3. Produce documents, briefing papers, reports and presentations for the Principal.
4. Provide administrative support for any ongoing project work, as requested by the Principal.
5. To be responsible for assisting the Principal with all diary arrangements through the creation/upkeep of an effective diary management system.
6. Organise meetings/events for the Principal/Academy and arrange for appropriate hospitality.
7. Plan, develop, organise and monitor support systems and procedures.
8. Contribute to the development of administration policies.
9. Provide support, advice and guidance on administrative issues to senior staff and others.
10. Develop and maintain recording and information systems, including personnel information.
11. To minute and attend Senior Leadership and Principal's Board meetings, and any other meetings as required by the Senior Team, in a timely and efficient manner.
12. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

**Assessment and Reporting**

- Standard of work will be assessed by the Principal and as such the Personal Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

**Student Care Role**

- The Personal Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

**Training and Development**

- Training and development will be given to ensure that the Personal Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Personal Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Personal Assistant is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

### **Performance Management**

The Personal Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Personal Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

## JOB DESCRIPTION

JD no: 32

### Job Details

Post Title	Media Officer
Responsible to	Executive Officer

### Purpose of job

To support and enhance the profile of a group of Brooke Weston Trust schools by creating and maintaining excellent communications. Work closely with the Brooke Weston Trust Communications Officer to ensure consistently high quality communications that are on message and promote the values of the Trust and each individual academy.

### Responsibilities

1. Proactively source news stories from a set of academy schools and draft high quality communications to promote our academies to a range of stakeholders. Ensure appropriate content, tone, brevity and consistency across all platforms. Take photographs or engage the services of professional photographers as required.
2. Proactively manage media relations and media coverage to strengthen the reputation of the Trust's individual schools.
3. Be a presence in our academy schools and establish productive working relationships with a range of colleagues to ensure that all news and publicity opportunities are captured and actioned.
4. To provide a link between each academy and the Trust's Communications Officer to ensure that news stories are exchanged with the Trust and that Trust values, plans and strategies are reflected in communications at academy level.
5. To update academy websites as required with news stories, page changes and promotional materials. To approve, or seek relevant approval, for content created by other members of staff.
6. Work with our external web site provider regarding page administration and developments.
7. Utilise appropriate media channels, including social media, to maximise reach and impact of positive news stories.
8. Work with external agencies including various media, graphic designers and printers to source and produce publications, adverts and other promotional materials as required.
9. To assist with general external communications duties including answering media enquiries, writing and editing press releases, preparing articles for newsletters and other publications, proofreading and editing publications.
10. Assist with recruitment by working closely with HR and senior colleagues to produce innovative and enticing job adverts and school profiles on various recruitment platforms.
11. Work flexibly across a set of schools and manage a varied workload to ensure a high quality service is provided to each academy.
12. Maintain records of news stories generated and published, including an archive of content.
13. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Media Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Media Officer will follow the Trust's procedures for student contact and welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Media Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Media Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

- As advertised.

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

## Performance Management

The Media Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Media Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.



## JOB DESCRIPTION

JD no: 7

### Job Details

Post Title	Careers Officer
Responsible to	Line Manager

### Purpose of job

To provide careers education, information, advice and guidance to students and to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore.

### Responsibilities

1. To support the strategic development of CEIAG services throughout the school.
2. To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training.
3. To research careers, options pathways and support organisations to meet young people's needs.
4. To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
5. To work with parents/carers to access and facilitate the student's wider support network.
6. To complete all statistical returns where applicable, writing reports and completing statutory documentation related to the post.
7. To co-ordinate and manage the destination tracking of KS4-KS5 students and share with all appropriate persons/agencies.
8. To provide support to students through UCAS and HE application processes.
9. To lead the organisation, co-ordination and management of all education and career pathway events in addition to arranging a programme of careers-related trips and visits and industry-related speakers.
10. To organise and update the Academy's careers library and appropriate careers displays.
11. Keep abreast of governmental initiatives and possible impact on the provision of a careers service for students, making recommendations to the Principal/Senior Leadership Team on how the Academy should respond.
12. To maintain a careers policy/handbook in which careers aims and objectives and current schemes of work are set out.
13. Develop and maintain links with business and community partners, arranging activities for students where appropriate (including work experience placements).

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Careers Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Careers Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Careers Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Careers Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Careers Officer is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Careers Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Careers Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

## JOB DESCRIPTION

JD no: 70

### Job Details

Post Title	Careers Leader
Responsible to	Line Manager

### Purpose of job

To be responsible for the strategic development and implementation of a comprehensive Careers Education, Information, Advice and Guidance provision across the school to improve destinations and future outcomes of students.

### Responsibilities

1. To lead on the strategic development of CEIAG services throughout the school as part of the school development plan.
2. Advise the senior leadership team and governing body on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks.
3. Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes.
4. To ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools.
5. Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools.
6. To brief and support teachers and other members of staff involved in careers guidance, providing initial information and advice. To manage the work of others, including careers advisers or other staff involved in the delivery of careers guidance.
7. Monitor the delivery and impact of careers guidance across the Gatsby Benchmarks.
8. Establish, develop and manage links with further education colleges, apprenticeship providers, university technical colleges, universities, employers and alumni as part of the careers guidance programme.
9. Secure funding for careers related projects.
10. Negotiate a service level agreement with the local authority as appropriate.
11. Manage the careers section of the school's website, ensuring information is accurate and up to date.
12. Keep abreast of governmental initiatives and possible impact on the provision of a careers service for students, making recommendations to the Principal/Senior Leadership Team on how the Academy should respond.
13. To maintain a careers policy/handbook in which careers aims and objectives and current schemes of work are set out.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Careers Leader will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Careers Leader will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the Careers Leader is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Careers Leader will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Careers Leader is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Careers Leader will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Careers Leader will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.