

## Friends' School Lisburn



### Head of Careers Education, Information, Advice & Guidance (CEIAG)

**Required for September 2022**

*This post carries the 2<sup>nd</sup> Teaching Allowance*

#### **1. General Information**

Friends' School Lisburn is a co-educational, voluntary grammar school, with an enrolment of 996 pupils in the grammar school and a further 165 in the Preparatory Department and Pre-Prep. Founded by the Religious Society of Friends in 1774, it has a rich heritage, and plans are underway to celebrate the 250<sup>th</sup> anniversary of the school in 2024-25. As it enters this exciting period in its history, Friends' has also been granted significant capital funding to develop the school buildings, which will enable the school to enhance provision for future generations of pupils.

Friends' School is heavily oversubscribed at the point of entry and attracts pupils from the Lisburn area and beyond. It seeks to offer each of its pupils opportunity and excellence through the taught curriculum and through a wide range of extra-curricular activities. Pastoral care and good relationships underpin all of the work done in school, and excellent public examination results at GCSE and A-level reflect its strong academic emphasis.

Retention rates in the Sixth Form are very high. Most pupils go to university when they leave Friends' and we encourage them to make ambitious choices which enable them to build on their interests and make the most of the opportunities available to them. Queen's University remains the most popular destination for leavers, but there is wide uptake for a range of courses across the UK and Ireland, with an increasing number opting for higher level apprenticeships.

There are currently three Careers Assistants from different subject departments who work alongside the Head of Department, delivering the CEIAG programme throughout the school and organising events to provide information for pupils at all stages.

The Head of Careers has oversight of all activities linked to CEIAG throughout the school, including applications to further and higher education and the work experience programme, which takes place for Year 13 pupils in the summer term each year. The person appointed will also have a role in establishing and maintaining links with the wider community, including employers and the parents and Old Scholars who assist with mock interviews for Year 14 pupils each November.

As well as delivering CEIAG throughout the school, the Head of Department will be required to deliver an additional subject to A-level which corresponds to the current timetabling requirements of school<sup>1</sup>. It is anticipated that the additional subject will account for approximately two thirds of weekly contact time.

All members of staff have a pastoral role and are expected to be willing to contribute to different aspects of the teaching of Learning for Life and Work, and to the extra-curricular life of the school.

#### *Footnote*

*1. For external applicants, these subjects are Biology, English, Geography, Government and Politics, History, Mathematics, Modern Languages (French and Spanish) and Physics.*

## **2. Duties of the Head of CEIAG**

Heads of Departments occupy a senior role in the leadership structure of the School. They attend regular Heads of Department meetings and, in addition to their own departmental planning, contribute to whole school development planning. The Head of CEIAG reports to the Vice-Principal with oversight of the curriculum, and is responsible to the Board of Governors through the Principal for all aspects of the CEIAG curriculum in School. The areas of responsibility are set out below.

### **A Departmental organisation**

The Head of CEIAG will:

- i. Define and implement the aims and objectives of the Department, in consultation with the school leadership team;
- ii. Draw up action plans linked to the School Development Plan and evaluate progress towards achieving the priorities set down;
- iii. Construct CEIAG schemes of work for each year group, monitor their implementation throughout the year, and review them annually;
- iv. Be aware of developments in CEIAG, and respond to them appropriately;
- v. Ensure that the requirements of the NI Curriculum in CEIAG are met;
- vi. Produce, select and review appropriate materials;
- vii. Monitor and evaluate departmental procedures and the effectiveness of learning and teaching in the department, and report to the school leadership team.

### **B Pupil progress**

The Head of CEIAG will:

- i. Oversee and organise a structured advice and guidance programme for all pupils, particularly at transition stages;
- ii. Coordinate the Employability strand of the Learning for Life and Work programme at KS3;
- iii. Coordinate the Work Experience Programme for Year 13 pupils, developing links with employers and overseeing visits to pupils on placement;
- iv. Provide school leavers with appropriate advice and up-to-date information on applications to further and higher education, higher level apprenticeships, gap years and employment;
- v. Coordinate the submission of UCAS applications, including Oxbridge entries, providing advice to pupils about personal statements and contributing to the writing of references;
- vi. Be available in school to offer guidance to pupils in August when results are issued;
- vii. Oversee arrangements for mock interviews for Year 14 pupils;
- viii. Organise and promote events, exhibitions and presentations to provide information to pupils and parents, including an annual Careers Fair;
- ix. Liaise with Year Teachers and the SENCo to provide specific guidance to individual pupils;
- x. Liaise with parents through parents' meetings and at other appropriate times, and organise Careers talks and subject choice interviews for parents of pupils in Years 10, 12 and 14.
- xi. Oversee and facilitate links with external agencies including the Careers Service, Young Enterprise, universities and FE colleges.

### **C Personnel**

The Head of CEIAG will:

- i. Be responsible for the effective deployment of teaching staff in the Department;

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- ii. Encourage subject-related staff development;
- iii. Encourage good communications and a cooperative team approach in the department and across other departments, as appropriate;
- iv. Organise departmental meetings at a frequency agreed with the Principal and provide the Vice-Principal with the agenda and minutes;
- v. Monitor and evaluate the work of staff in the department, and act as a reviewer in the PRSD process;
- vi. Provide whole-school staff training as appropriate;
- vii. Supervise the work of any ancillary staff allocated to the department.

#### **D Administration**

The Head of CEIAG will:

- i. Arrange, in accordance with school policy, the requisitions of resources used by the department;
- ii. Be responsible for statistical returns, including reports on leavers' destinations, and general administration;
- iii. Make appropriate provision for the Health and Safety of pupils and staff in the department;
- iv. Be responsible for the provision of appropriate displays in the department and around the School;
- v. Maintain a Careers Library for all pupils;
- vi. Maintain the departmental handbook;
- vii. Ensure that all facilities used by the department are well cared for.

#### **E General**

In addition to the professional duties of a subject teacher, the person appointed will be required to:

- i. Share in the supervision duties undertaken by all members of staff;
- ii. Contribute to the teaching of Learning for Life and Work;
- iii. Attend parent teacher consultation meetings and communicate with parents in a professional manner in relation to the progress of pupils;
- iv. Make a contribution to the programme of extra-curricular activities offered at Friends' School;
- v. Carry out any other duties which may reasonably be expected of a teacher in the School.

### **3. Personnel Specification**

#### **1. Qualifications**

<i>Essential</i>	1.1	An Honours Degree (2:2 or above) in a subject which corresponds to the timetabling needs of the school <sup>1</sup> ;
	1.2	A teaching qualification recognised by the Department of Education (NI);
<i>Desirable</i>	1.3	An Honours Degree (2:1 or above) and/or a relevant post-graduate qualification.

#### **2. Experience**

<i>Essential</i>	2.1	Minimum of 4 years' teaching experience in a post-primary school with a Sixth Form, up to and including A-level;
	2.2	Recent experience of relevant in-service training and professional development;
<i>Desirable</i>	2.3	Experience of teaching CEIAG in a post-primary school;

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- 2.4 Current experience in a paid post of additional responsibility related to the curriculum or pastoral care;
- 2.5 Experience of school-based development planning and self-evaluation.

### 3. Knowledge and Skills

- Essential*
- 3.1 Detailed knowledge of the NI Curriculum and the requirements of CEIAG;
  - 3.2 Awareness of current and future trends in careers opportunities and relevant skills;
  - 3.3 Competence in a range of effective teaching strategies;
  - 3.4 Proficiency in use of ICT as a tool to support learning and teaching, and for administration;
  - 3.5 Excellent classroom management skills;
  - 3.6 Understanding of pastoral and safeguarding issues for post-primary pupils.

### 4. Personal Qualities

- Essential*
- 4.1 Excellent organisational skills and the ability to see any task set through to completion;
  - 4.2 Excellent oral and written communication skills;
  - 4.3 The ability to provide leadership in the CEIAG Department;
  - 4.4 Team-building skills, and the ability to work harmoniously with others;
  - 4.5 The ability to form positive relationships with pupils, and a commitment to supporting their welfare.

### 5. Special Factors

- Essential*
- 5.1 A high level of enthusiasm, and the ability to promote CEIAG throughout the school;
  - 5.2 A proven record of high standards of performance by pupils in public examinations;
  - 5.3 A commitment to the Quaker ethos of Friends' School Lisburn.

*The above criteria may be enhanced to enable the appointments panel to draw up a shortlist.*

## 4. Application Process

Completed application forms, which **must not be altered in length**, should be emailed as an attachment to [arayas100@c2kni.net](mailto:arayas100@c2kni.net) by **12 noon on Friday 27 May 2022**. Late application forms will not be accepted. Please note that we will communicate with candidates via email regarding shortlisting and interview. It is anticipated that initial interviews will be held during the **week beginning 6 June 2022**, with a lesson observation for a small number of candidates as soon as possible thereafter.

*Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. On taking up the post, the applicant must be a registered teacher with the GTCNI. Where an offer of employment is made, the individual offered the post will be expected to meet the cost of the Disclosure Certificate.*

#### Footnote

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