



Co-op Academy
Bebington

CEIAG Coordinator Candidate Pack



Welcome from the Headteacher

Thank you for your interest in the role of CEIAG Coordinator.

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy. Co-op Academy Bebington is at an exciting stage of its development, having recently been judged 'Good' in all areas by Ofsted - we are now aiming for 'Outstanding'. We became part of the Co-op Academies Trust in April 2019 and as such we are fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for our community.

We pride ourselves on delivering an ambitious curriculum for all children, including those with additional needs. We incorporate a small Enhanced Resourced Provision for students with moderate learning difficulties and we also have an extensive student support department in order to better engage students who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.

Should you wish to arrange a visit before applying you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are. To arrange a visit, please contact stephanie.turner@coopacademies.co.uk

We are committed to improving outcomes for every student and this is encapsulated in our core professional purpose: "Shaping Exceptional Futures", which is underpinned by our 8 principles:

- Placing our students at the heart of everything we do.
- Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.
- Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.
- Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each other.
- Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.
- Encouraging everyone in the school community to excel and achieve, in whatever form that may take.
- Providing our students with a spiritual vision for the future and the appropriate learning pathway.
- Being relentless in our determination for each others' success.

Best wishes,
Catherine Kelly, Headteacher

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description

CEIAG Coordinator Co-op Academy Bebington

Salary: PO3

Location: Bebington, Wirral

Start date: March 2025

Purpose of the role

To be responsible for the delivery of Bebington's work experience programme, work related learning and independent and impartial Careers Education Information Advice and Guidance service.

To provide CEIAG to staff and students to ensure CEIAG delivery in the Academy, working with academy staff and outside agencies.

To set up and monitor work placements. To support young people on placements. To provide administrative support as required.

To ensure the academy is adhering to the statutory guidance for careers guidance and access for education and training providers.

To continue to meet the 8 Gatsby benchmarks as an Academy.

Key Accountabilities

Qualities & Knowledge / Leadership / Specific Responsibilities

To work with FE establishments, training providers, universities, and other organisations to access up-to-date and relevant information in order to provide impartial information, advice and guidance to students that is appropriate to their needs.

To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions.

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 academy and Local Authority as required.

Management (implementation) including Performance Management

Be accountable for own performance management, setting challenging objectives/targets in line with academy priorities.

Maintain up-to-date role specific knowledge

Students & Staff

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

Support the implementation of the academy's Performance Management policy.

Follow the academy's quality assurance processes.

Liaise with appropriate colleagues to ensure that individual needs of students are identified and met. Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

Take advice on establishing priorities for expenditure and the cost-effective use of resources.

Work within the academy's Quality Assurance framework.

Core Duties

To create, develop and foster relationships with partner agencies regarding work placement opportunities.

To identify and develop suitable placements for alternative education students, for whom internal exclusion may be an issue.

To match students to available placements taking account of student preference and suitability of available options.

To assist students in preparation for placements through activities such as workplace visits and interview techniques.

To be the first point of contact for students on work placements, and the employers.
To supervise students' integration into work placements, including resolving any issues that arise.

To ensure students have data base access and to provide personal support to students (especially the more vulnerable) to ensure they gain the maximum benefit from their placements.

To liaise with those referring students for placements to ensure that any support needs are identified prior to the placement and that plans are in place to meet those needs.

To support teaching staff working with students in their preparation for, and during, placements.
To prepare all relevant supporting paperwork and documentation in relation to the work placement process.

To arrange visits to students who are on long term work placements.

To ensure that placements have been checked, risk assessed and approved in regard to Health & Safety; ensuring all necessary paperwork has been completed.

To provide administrative support as appropriate, including keeping electronic records and information up to date.

To undertake available training opportunities.

Undertake any other tasks commensurate with the grading of the post as required by the Headteacher.

Careers:

To provide a high quality programme to deliver careers education, information and guidance, where appropriate in partnership with external agencies.

To oversee CEIAG in the academy by following the agreed delivery plan.

To liaise with Year Leaders and PSHCE Coordinator regarding programmes of study requirements, especially at years 9,11, and Post 16 transition points.

To liaise with staff in order to organise careers interviews for students who follow alternative education routes.

To offer advice on careers opportunities.

To arrange opportunities and experiences linked to career pathways.

To be the academy'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 and offer advice regarding next steps on A' Level and GCSE results days in August

To meet the Deputy Headteacher: Teaching and Learning on a weekly basis regarding any issues relating to work placements and the delivery of careers education.

To liaise with the Trust Director of CEIAG.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Person Specification

CEIAG Coordinator

Co-op Academy Bebington

App – Application form

SP – Selection process (which could include a range of exercises, including an interview

Ref - Reference

	Essential / Desirable	How identified
<p>Qualifications and Experience</p> <ul style="list-style-type: none">● To be educated to degree or masters level in relevant subject● Evidence of further study and CPD● To hold, or at least be working towards, a level 6 qualification in career development (or equivalent)● 5 or more GCSEs (including English and Maths) at grade C or higher. Or the equivalent	D	
<ul style="list-style-type: none">● To be on the CDI UK Register of Career Development Professionals● Experience of leading projects/initiatives in a whole school setting● Successful experience of managing areas and projects● Experience of working collaboratively with stakeholders at all levels● Experience relevant to the role● Experience of working with children and young people (in a paid or unpaid role)	D	

Qualities and knowledge / leadership

- Knowledge of the content, structure and processes of role
- 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 orally and in writing
- Work under pressure
- Organise and develop effective systems
- Relate to young people
- Take initiative and work independently
- Work to high levels of accuracy
- Prioritise and plan to ensure completion of tasks
- Good negotiating skills
- Good level of skills in relation to computer word processing and database software.
- Able to interpret data

Personal qualities and attributes

- Be innovative and creative in developing solutions
- A record of reliability and integrity
- Excellent attendance record
- Humour, optimism and ambition
- Willingness to participate in further training and CPD
- Self motivated
- Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines
- To be able to understand and be committed to equal opportunities for all members of the school community

Role would ideally suit someone who is:

- Passionate about delivering the best possible outcomes for the academy's learners and its community
- Genuinely interested in helping teachers to teach better and for students to gain a lifelong love of learning
- An effective team leader
- Interested in and sympathetic towards co-operative values and co-operative education
- Able to champion the needs of the community

- Interested in developing professional expertise with other trust academies in the area
 - Able to build strong networks
 - Totally committed to creating the best possible opportunities for students
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How to apply

All applications must be made using the Trust's application form.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact stephanie.turner@coopacademies.co.uk Completed applications should be submitted to

Closing Date for applications: 31/01/2025

Interview timetable

Interviews will take place on: TBC

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to

co-operative values and principles, and the Ways of Being Co-op.