

Job Description | Project Lead: Primary CEIAG

Reports to: Head of Destinations

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: 12 months initial contract

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £35,000-£40,000 FTE (flexible for the right candidate)

About the role:

Ark's destinations team works hard to support the shared goal of ensuring every student leaving our secondary schools is able to access an excellent post 18 destinations – whether good university or a professional career of choice. In KS5 we focus primarily on progression to Russell Group and top third universities, and to competitive apprenticeship pathways; our broader focus across KS3 to KS5 is on supporting our secondary schools to maximise their achievement of Gatsby Benchmarks, and on leveraging the benefits of aligned use of a network online platform and a shared careers curriculum.

A huge opportunity exists for us to boost our work in KS3, 4 and 5 by reaching back into our primary schools. Our primaries directly feed our secondary schools, including some within all through 2-18 provision, and as such provide the first steps in our pupils' journey towards university/career readiness at the age of 18. There is excellent practice on which to draw – within the network and more widely – and we are seeking an experienced phase specialist who shares our excitement at the challenge of driving aspiration amongst our youngest pupils, and building the initial skills and careers knowledge that will maintain high levels of ambition through secondary school. The successful applicant will be able to display a strong understanding of personal development in the primary phase, and will be equipped to lead an initial 12 month project to establish an ambitious statement of intent about primary CEIAG in Ark schools.

Responsibilities and Duties:

EYFS, KS1 and KS2 CEIAG

- Build out a detailed project plan to meet agreed deliverables to deadline.
- Conduct extensive external research to identify examples of the strongest CEIAG practice in primary providers outside Ark.
- Quickly develop strong working relationships within the Ark central team and across the Ark primary school network, focusing on schools with more established CEIAG provision.
- Use all available sources to build out an exemplar Ark primary CEIAG programme that includes appropriate events, visits and curriculum resources, aligned to the network team's support and approaches in secondary schools.
- Plan and run network events/opportunities that add demonstrable value to schools' work, either as a result of improved quality/effectiveness or of reduced costs from operating at scale.
- Develop a self-evaluation tool to support schools to audit current provision; support and monitor schools' completion of the self-evaluation and analyse results to inform strategic planning of destinations support activity (schools, network).
- Contribute to network meetings and events to build and grow the community of CEIAG professionals at all levels across Ark.

Other

- Monitor schools' engagement in relevant network groups and follow up concerns through line management.
- Develop and leverage partnerships with key external organisations such as the Careers and Enterprise Company (including regional Careers Hubs) and support the development of network digital solutions where appropriate.
- Contribute proactively to the wider development of Sixth Form and Destinations team strategy.
- Contribute to network meetings (central team and schools) when required and be a champion for careers and work-related learning within the wider communication activities of the Sixth Form and Destinations team.
- Undertake any reasonable responsibilities and actions as requested in line with the JD.

Person Specification | Project Lead: Primary CEIAG

Education & Qualifications

- Educated to degree level
- Right to work in the UK

Knowledge and Experience

- Strong knowledge and practical experience of high quality personal development provision, including CEIAG, in primary schools.
- Knowledge and understanding of the Gatsby Benchmarks and of secondary CEIAG.
- Experience of contributing to the development of strategy.
- Experience of planning and running events.
- Delivery against ambitious and stretching goals.
- Experience of working with and influencing a range of stakeholders, sometimes with conflicting priorities and viewpoints.
- Ability to synthesise complex and detailed projects into both written and oral presentations for senior stakeholders.
- Strong track record of being a self-starter.

Personal Characteristics

- Able to demonstrate a commitment to the mission of improving educational opportunities for underprivileged children.
- Highly organized, detail oriented and systematic in delivering against ambitious objectives.
- Able to respond positively to setbacks.
- Flexible in approach and able to adapt to changing circumstances and priorities.
- Confident, proactive and hard-working team player – happy to go above and beyond for their colleagues.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.