APPLICATION PACK

CAREER DEVELOPMENT CO-ORDINATOR (CEIAG)

BOLTON ST. CATHERINE'S ACADEMY



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME

Dear Applicant,



I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)
- Walmsley Church of England Primary School (3-11)
- St Margaret's Church of England Primary, Heywood (3-11)
- Turton and Edgworth Church of England Methodist Primary (3-11)

At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carer and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an

attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a

rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby
Chief Executive Officer



WELCOME TO BSCA SECONDARY

A WORD FROM OUR HEADTEACHER, RYAN MALLETT...



We are delighted that you are considering joining our vibrant and nurturing school community at such an exciting time in our development. Located in the heart of Bolton, our school is a place where every pupil is encouraged to grow, learn, and excel. We believe in making our pupils' dreams come true regardless of starting point or economic background. Hopefully, you do too!

Grounded in Christian values and with a mission that we ensure all our community can live 'life in all its fullness' (John 10:10), we are proud to provide an environment where faith, respect, and kindness underpin everything we do as we seek to embed our warm, welcoming and friendly culture. Our journey to excellence is guided by our core BSCA values:

BELIEVE – We inspire confidence and faith in every student, encouraging them to believe in their potential and their ability to succeed.

STRIVE – Together, we work hard, persevere, and aim for excellence in all aspects of school life.

CARE – We cultivate a community that shows compassion and respect, ensuring every individual feels valued and supported.

ACHIEVE – With high aspirations and dedicated guidance, we empower students to reach their goals and celebrate their successes.

Our recently identified core principles of teaching, affectionately known as '*The BSCA Way*' are designed to keep the conversation around teaching and pedagogical development. We use research and evidence to develop our own practices and support staff in their development at all stages of their career, from protected departmental CPD time to NPQs and our internal leadership development programmes.

As part of our staff, you will be entrusted to work with the team to continue to develop our exciting, engaging and relevant curriculum that responds to the needs of our pupils and is ambitious for all. The Bishop Fraser Trust does not dictate one curriculum for everyone but instead challenges us to foster innovation and creativity. As such, our subject offer is dynamic and designed to allow our pupils to create a clear path to their future career path.

We are also lucky to benefit from excellent learning facilities and modern sports facilities.

At BSCA, the staff share some real commonalities. They are determined, resilient and passionate staff with a strong sense of moral purpose. They believe from their core that our pupils can and deserve to achieve. If this sounds like you, you'll feel at home within a day. We want all our staff to feel a sense of belonging in our school community, and our comprehensive induction programme will hopefully give you this before your first day.

Please feel free to come and look around – we would love to meet you and talk through our journey and plans. We are a passionate, enthusiastic team but open and honest in all that we do.

Ryan Mallett
Headteacher

WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on growth and supporting your professional development. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.
Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.
Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer automatic pay progression for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.
No Unnecessary Hassle – No need to request raises; they're built into your journey.
Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our Leadership Professional Development Programmes are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.
Real Growth Opportunities – Clear pathways to leadership roles within the company.
Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you reach your full potential!

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of weaving equality, diversity and inclusion throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.
We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where everyone is valued and empowered to succeed!

WELLBEING AND SUPPORT

We understand the importance of taking care of our employees' wellbeing. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.
Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a flexible workplace and are determined to be creative and to develop our approach further!





ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We proudly serve communities across South Lancashire and Greater Manchester. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector as we anticipate adding a further three schools over the course of our next strategic cycle. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM **COMMUNITY** **HOPE** **DIGNITY**

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels; Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN GREATER MANCHESTER/ SOUTH LANCASHIRE



Affordable cost of living: Compared to some of the larger cities, such as London, Greater Manchester offers a relatively affordable cost of living, with a wide range of housing options across its diverse towns and communities, supporting a strong quality of life.

Convenient transportation: Greater Manchester benefits from extensive transport links, including access to the M60, M61 and M62 motorway network, as well as regular rail services into Manchester city centre and across the wider UK. The region is also served by the Metrolink, one of the UK's largest tram networks, providing frequent and reliable connections across the city region.



Beautiful green spaces: Greater Manchester offers a wealth of high-quality parks, countryside and green spaces, including Heaton Park, Jumbles County Park, Rivington and Moses Gate County Park.

These areas provide opportunities to step away from urban life and enjoy walking, cycling, picnics and a range of outdoor activities. The surrounding moorland and nearby countryside are particularly notable, offering striking landscapes and easy access to nature across the region.

Cultural attractions: Greater Manchester has been a proud historical, reflected in its many museums, galleries, and heritage attractions. Highlights include Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, a well-known visitor attraction. The region offers a thriving cultural scene, from local venues such as Octagon Theatre to the extensive arts, music and performance programmes across Manchester, one of the UK's Leading cultural centres. Greater Manchester boasts a diverse range of restaurants, cafes, traditional pubs and leisure activities. The area hosts a dynamic Calander of events such as the Ironman Uk and the popular Bolton Food and Drink Festival, alongside numerous cultural community events across the region for a diverse community.





Academic institutions: Greater Manchester is home to a wide range of universities, colleges and further education institutions, supporting a strong pipeline of talent and skills development. The region includes institutions such as University of Bolton and Bury College. Alongside major universities including University of Manchester, Manchester Metropolitan University and University of Salford. These strong academic connections provide opportunities for collaboration, research, workforce development and access to emerging talent across a wide range of discipline

Job Title:	CEIAG	**Department/ Group:**	Careers/ Support Staff
Level/Salary Range:	Grade E/F SCP 11 - 23	**Reporting to:**	Assistant Headteacher- Personal Development
Contract term:	Permanent TT+ 1 DAYS	**Hours per week:**	37 hrs

Safer Recruitment Statement:

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision Statement:

"To allow all children to experience 'life in all its fullness' no matter what their starting point" by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

All staff employed by the Bishop Fraser Trust are required to:

- Uphold and promote the Trust's vision.
- Uphold and promote the Christian ethos of all schools within the Trust.
- Support and contribute to the achievement of all students academically and pastorally.
- Support and contribute to the Trust's responsibility for safeguarding all students.
- Undertake professional training to enhance personal development and job performance.
- Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect.
- Share best practice, expertise and skills with others.

Main Objectives of Role:

To provide advice and guidance to support students to identify and explore their career development needs and associated educational pathways. To organise effective work experience and work-related learning programmes to motivate students, help raise their

Job Description:

General Responsibilities

To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment and possess a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academic community,

with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

Professional judgement and decision making, including but not limited to:

- Representing the Academy, being part of the 'public face' of the school team
- Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate
- Continuously reviewing, improving or designing key processes, procedures and systems within your role
- Applying a strong sense of vision and commitment to the best possible provision and quality assurance
- Undertaking tasks below your paygrade when necessary to role model the desired teamwork ethic, both when urgent or unexpected tasks need to be completed and when there is a shortfall in staff cover
- Contributing to and sharing in the life of the Academy
- Dealing effectively and calmly with emergencies, should they arise

Key duties

- Work with students and staff to raise aspirations of future careers, through providing accurate and up-to-date advice and guidance on career and educational pathways
- Develop and implement activities and programmes of learning relating to careers, further education and higher education
- Help organise a range of careers events both within and outside the school day
- Support students to access careers, training events and apprenticeships
- Develop effective links with external agencies/organisations, including the National Careers Service and local businesses
- Organise and oversee the work experience programme and placements for students, monitor their effectiveness
- Involve Student, Parent & Staff Voice in determining the careers programme
- Be the public face and present in and around the academy at break and lunch times and have an open-door policy for students
- Create and coordinate engaging social media content that promotes the academy's curriculum subjects, careers programme and extra-curricular opportunities.
- Coordinate and create the academy newsletter on a half-termly basis

Other responsibilities

- Organise staff visits to work experience placements, including provision of guidance material for them
- Plan, organise and promote work related learning, such as mock interview days and industry days
- Oversee arrangements for all students attending off-site provision e.g. interviews and taster visits

- Organise and monitor the quality of extended alternative work-related experiences which address all students needs
- Work with Curriculum and Learning leaders to develop and incorporate work-related learning/enterprise opportunities within and outside of the taught curriculum
- To manage appropriate budget as necessary and preparation of bids for additional access to funding
- Work collaboratively with a range of internal and external partners to ensure the careers programme is delivered effectively. Gather and review feedback through questionnaires and other evaluation methods and use this information to identify areas for improvement and implement appropriate actions.
- Provide detailed reports/information as required
- Keep abreast of CEIAG best practise, legislative changes and new developments to continuously develop and improve knowledge and skills
- Work in collaboration with other members of academy staff, trust CEIAG staff, teaching and non-teaching, prompting continuous improvement in the CEIAG programme.
- Deliver careers guidance through one-to-one interviews, small group sessions and whole-school presentations, supporting students to explore their options and plan their future pathways.

Communications

- Report to the Assistant Headteacher (Personal Development) on the development, delivery and impact of the academy's CEIAG provision.
- Play a key role in communicating CEIAG activities, opportunities and updates to staff across the academy.
- Ensure all interactions with students, staff, parents and external partners are friendly, supportive and professional, handling complex queries and any potential conflict situations appropriately.
- Oversee and respond to student and staff queries, determining the appropriate action to take and seeking guidance from the Assistant Headteacher where required. Ensure actions are followed up promptly and accurate records are maintained.
- Build and maintain effective relationships with the wider community, partner schools and external organisations to support the development of the careers programme.
- Keep relevant areas of the academy website and staff SharePoint up to date with CEIAG information, resources and key updates.
- Record and manage any third-party complaints relating to students on work experience, liaising with relevant Year Leaders and ensuring issues are addressed promptly and appropriately.

Events Managements

- Coordinate the organisation of CEIAG events such as business breakfasts, careers "speed dating", enterprise days and employer encounters
- Coordinate the organisation of key whole-school events, such as Open Evening, liaising with the Assistant Headteacher and Business Operations Team to plan and manage event set-up and logistics.

- Manage the events and careers budget, ensuring effective planning, monitoring and value for money.
- Coordinate the organisation of Prom events, including planning, logistics and event set-up, leading and supporting fundraising initiatives, and promoting the event through a range of communication channels.
- Initiate and lead meetings with relevant colleagues, partners and suppliers as required to ensure events are well planned and delivered successfully.

Marketing

- Ensure CEIAG information is included in relevant academy publications, such as prospectuses, Year 7 induction booklets and other key materials.
- Work with the Business Administration team to upload and maintain CEIAG information onto the academy website.
- Use social media platforms to promote CEIAG opportunities, school events and key activities, including Prom.
- Lead and support the development of whole-school marketing, promoting the academy's curriculum, opportunities and student achievements across a range of communication channels.

General responsibilities

- Demonstrate flexibility with working hours when required, including supporting after-school events and occasional commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. The academy also recognises the importance of maintaining a healthy work–life balance and ensuring time for rest and recreation.
- Organise and deliver training for staff where appropriate, including sessions on INSET days and at other relevant times.
- Meet fortnightly with the Assistant Headteacher to review progress, priorities and ongoing developments.
- Undertake any other duties as reasonably required by the Senior Leadership Team.
- Develop and manage the student and parent newsletter, ensuring the timely publication of engaging and relevant content.
- Work collaboratively with staff and students to gather updates, news and achievements for inclusion in the newsletter.
- Coordinate the distribution of the newsletter to students, parents and the wider school community.
- Review reader engagement and feedback to help improve the quality, reach and impact of future editions.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:	January 2026

Person Specification – CEIAG

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	E

Categories	Essential / Desirable
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Strongly self-motivated and personal resilience, persistence and perseverance.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Conscientious and diligent work ethic.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Qualifications	
5 A*-C GCSEs including English & Maths.	E
Relevant careers qualification (e.g. Level 6 Careers Guidance)	E
Evidence of continuous professional development	E
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Leadership and Management	
Ability to develop others and motivate staff to drive outcomes for all.	D
Evidence of helping to produce development plans.	D
Evidence of improving and sustaining achievement and progress for all.	D
Experience	
Experience working with young people of secondary school age or in an educational setting	E

Categories	Essential / Desirable
Experience delivering careers education, guidance or employability programmes	E
Experience organising events (e.g. careers fairs, employer engagement activities)	E
Experience managing communications (e.g. newsletters, social media, websites)	E
Experience leading a whole school CEIAG strategy	D
Experience working with employers, apprenticeship providers and universities	D
Experience in brand development or marketing strategy	D
Experience tracking destinations data and impact reporting	D
Skills and Knowledge	
Understanding of CEIAG frameworks	E
Knowledge of post-16 and post-18 pathways	E
Understanding of safeguarding and working with young people	E
Awareness of equality, diversity, and inclusion in careers guidance	E
Strong communication and interpersonal skills	E
Excellent organisational and project management skills	E
Ability to inspire and engage students for diverse backgrounds	E
Strong written skills for marketing content	E
Digital literacy	E
Data analysis and reporting skills	E
Knowledge of labour market information and local/national trends	E
Understanding of Ofsted expectations related to careers provision	E
Branding and campaign management skills	D
Public speaking and presentation details	E
Ability to lead staff training or CPD sessions	D
Strategic thinker with leadership potential	E
Enthusiasm for building external partnerships	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E