



## **Enniskillen Royal Grammar School**

### **Permanent Post of Head of Careers Education, Information, Advice and Guidance.**

**This post is currently vacant, and it is hoped that the successful candidate will take it up as soon as possible.**

**Interviews for the post will take place on Wednesday 9<sup>th</sup> September 2026**

### **INTRODUCTION**

Enniskillen Royal Grammar School is an academically selective, co-educational, non-denominational voluntary grammar school which opened on 1 September 2016, bringing together the two school communities of Collegiate Grammar School and Portora Royal School. Our enrolment currently stands at 967 and we have over 260 pupils in our Sixth Form where we offer twenty-eight subjects, the majority of which are delivered in-house. Sixth Formers access a wide range of university courses in the UK, Ireland and beyond with an increasing number choosing to access Higher Level Apprenticeships as our CEIAG provision seeks to provide agile and up to date advice and guidance for our young people. We are also a fully committed member of the Fermanagh Learning Community, supporting its development work in curriculum provision, staff development and professional learning.

At the heart of the vision for our school is our commitment to make it a centre of excellence where pupils are challenged and supported in equal measure by a staff committed to pursuing the highest standards across a rich diversity of curricular and extra-curricular learning experiences. Our staff work hard and with real purpose to provide a holistic school experience underpinned by strong and healthy relationships at all levels and characterised by processes which build open and productive lines of communication between pupils, staff, parents and carers and Governors. Rooted in our proud heritage, we are also outward and forward looking in our aspirations and we strive to ensure that our pupils are well prepared for the future through strong partnerships with local, regional and national organisations.

As we look forward to celebrating our first decade in 2026-27, our school is embarking on a new and exciting chapter in its development, following the Minister of Education's announcement of capital funding which will see our new school build progress to construction. This will allow our vibrant school community to flourish in state-of-the-art accommodation enhanced by the refurbishment of our iconic listed building, as together we pursue the four pillars of our ERGS ethos:

**Engagement** in a rich range of curricular, co-curricular and extra-curricular learning experiences which inspire in our pupils, curiosity, independence of thought, enjoyment of learning and motivation to contribute positively to their community

**Resilience** in an environment where pupils learn to persevere, adapt and grow through challenge, developing into resourceful and confident young adults

**Growth** for our pupils as we nurture them academically, socially, emotionally and physically and as we encourage them to understand themselves, build strong character and develop values such as respect, tolerance and responsibility

**Support** for each member of our school community to feel safe, respected and listened to as we foster strong relationships, open communication and close partnerships with parents and carers and as we aim to ensure that pupils know that help and encouragement are always available.

CEIAG is embedded throughout the curriculum with the core aim of encouraging pupils to begin thinking about their personal qualities and employability skills early on in their school career. The delivery of CEIAG is through a combination of discrete careers education lessons, integrated careers education experiences through subjects, extended provision through workplace experiences and individualized and personalized information, advice and guidance. In KS3 our careers provision is delivered within the Learning for Life and Work and Personal Development classes with a bespoke Employability module in Years 8,9 and 10: at KS4 and KS5 pupils have a timetabled careers period each week. This is supplemented by an extensive programme of events and activities where pupils can meet representatives from businesses, higher education, further education, voluntary organisations and former students for inspiration and guidance in a wide range of areas.

The Careers department has excellent links with a wide range of providers, including universities, colleges of further and higher education, employers, specialist bodies such as the Armed Forces, along with various professionals who provide invaluable support. Our Sixth Form Leavers access, each year, an impressive range of university courses at a wide range of institutions within Northern Ireland, the UK, Republic of Ireland and even further afield, many of which are regarded as the most selective. We also support our pupils in investigating alternative approaches to the traditional university pathways, such as the Higher Level Apprenticeship options.

Accordingly, the Board of Governors is seeking to appoint an enthusiastic, committed member of staff who will be able to lead this crucial aspect of our school life with strategic vision and to develop and extend our wide network of partners for the benefit of our young people and their future. The person appointed will be initially responsible to a Designated member of the SLT, the Deputy Principal and to the Principal. The person appointed will be expected to act as a form tutor. The Governors are also seeking to promote the extra-curricular life of the school and it is highly desirable that applicants for the post demonstrate an ability and willingness to contribute to the school's extra-curricular programme.

**Job Purpose:**

- Strategic direction and development of the CEIAG
- Teaching and Learning within CEIAG
- Leading and managing staff in the delivery of CEIAG
- Efficient and effective deployment of staff and resources

### **General Responsibilities:**

The Head of CEIAG takes responsibility for the delivery of Careers Education, Information, Advice & Guidance (CEIAG) across the curriculum and to all pupils within the aims and ethos of the school. In addition to teaching CEIAG up to KS5, they are expected to manage curriculum and other resources and teachers in an effective and efficient manner.

This post attracts two teaching allowances.

### **Key Responsibilities**

#### **1. Strategic direction and development of the subject.**

- To develop a strategic view, following DE's statutory requirements within the context of the school's aims and policies and taking account of the key principles of Transform ED
- To develop and implement a Department Development Plan which sets out the department's aims and objectives
- To maintain and evaluate the Schemes of Work for Years 11 – 14: to contribute to the Employability strand of the Schemes of work for LLW and Personal Development in Years 8 to 10 and to CEIAG priorities within Transform ED
- To contribute to the overall promotion of the school through specific departmental activities
- To establish and maintain links with employers, business and external agencies.
- To establish and maintain links with alumni.

#### **2. Teaching, Learning and Guidance**

- To teach CEIAG up to KS5
- To secure, monitor and sustain effective delivery of, and engagement in CEIAG and evaluate all aspects of the provision
- To design and deliver, in consultation with colleagues, schemes of work and teaching strategies which will enable departmental aims and objectives to be achieved
- To use ICT effectively to deliver teaching and learning activities

- To ensure common standards of behaviour, work etc. are maintained in line with relevant school policies, e.g. Positive Behaviour Policy, Learning and Teaching Policy
- To plan, implement and monitor the Departmental Teaching and Learning Policy in line with the School aims
- To provide Learning Support by raising staff awareness of the difficulties experienced by pupils who have special educational needs, providing resources and information about a repertoire of strategies for staff within the department
- To contribute to the planning and delivery of the Employability modules within LLW and within the CEIAG strand within TransformEd, where appropriate
- To support all departments in the identification and promotion of relevant CEIAG material within their subject area
- To maintain appropriate records to enable reports, references etc to be completed
- To encourage the constructive and informed involvement of parents in the CEIAG of their children and be readily accessible to parents for consultation and advice (including attendance at parents' meetings and at the publication of examination results)
- To arrange a structured, formalised advice and guidance programme for each pupil in Years 10-14
- To take a leading role in the planning and implementation of the options processes for GCSE and A Level
- To contribute to the updating of the School Prospectus and the Sixth Form Prospectus
- To ensure that all KS4 pupils have some experience of the world of work through work related learning events, industrial visits and /or work experience
- To oversee the organisation and administration of work experience and mock interviews for post-16 pupils, ensuring that legislation is implemented
- To prepare pupils for UCAS, CAO, Further Education and employment by editing their applications and playing a leading role in the management of the UCAS process throughout the year, ensuring that all application forms are correctly completed by staff and pupils
- To oversee the Oxbridge Entry procedures
- To ensure all possible Apprenticeship/Higher Level Apprenticeship/Sponsorship information is made available to pupils and to assist them in completion of the application procedures
- To organise careers events and trips to Open Days to universities
- To be available to attend school during the period when pupils receive public examination results in August, in order to provide appropriate guidance and support
- To ensure that each pupil develops a Personal Career Plan and reviews it annually
- To keep appropriate careers records for each pupil across each Key Stage
- To seek, compile and update annually information on destination of leavers for school records, the DENI return and Prize Day Booklet

### **3. Leading and Managing Staff**

- To ensure that all those with involvement in the teaching or support of the subject receive the leadership, support, challenge, information and development necessary to sustain staff motivation and secure continuous improvement
- To develop the number of staff involved with the provision of CEIAG
- To define clearly, in consultation with the SLT and the Principal, responsibilities within the department and to advise, supervise and support departmental staff
- To lead departmental meetings, draw up appropriate agendas and ensure that members are provided with minutes
- To lead by example, the promotion and encouragement of participation in regular in-service training
- To co-ordinate visits to the school by representatives of various organisations including further and higher educational institutions
- To represent the views and ideas of the department to the SLT, keeping them fully informed of developments and current educational thinking in relation to CEIAG including recommendations for changes in the curriculum to best meet the needs of the pupils
- To liaise with the SENCO and Learning Support staff to identify and support pupils with their CEIAG needs, including attending transition meetings
- To liaise with the Heads of Year to enable them to guide and support tutors in their provision of CEIAG
- To liaise with the school DEL Careers Adviser, the CSNI and ensure a Service Level Agreement is drawn up and kept under review.
- To collaborate with the Curriculum Leader for LLW to ensure statutory requirements in respect of Employability are delivered to all pupils.

### **4. Efficient and effective deployment of staff and resources**

- To supervise and develop the departmental resources through consultation with other members of department, careful management of departmental expenditure
- To maintain and disseminate accurate and up to date Labour Market information
- To co-ordinate the maintenance and updating of careers information, including the school website and all aspects of online resources to ensure information is accurate and up to date
- To disseminate information supplied by professional bodies, university departments etc. relevant to individual departments, subject areas, colleagues and pupils
- To maintain links with outside agencies e.g. Northern Ireland Careers Service, able to assist in the delivery of CEIAG and to develop new links which will enhance the programme.
- To develop a varied outside speaker programme to provide pupils with additional information on a variety of career options

- To promote events, exhibitions and talks to raise the profile of the department and to foster enjoyment in the study of the subject by pupils
- To develop and maintain links with relevant educational and professional bodies and to coordinate the delivery of their programmes and events in school
- To be an active member of the Fermanagh Learning Community and contribute actively to the CEAIG sub-group
- Ensure the deployment of teaching staff and where appropriate, support staff to individual classes and other duties
- Assist with the appointment of new staff to the department
- Manage induction and monitoring progress
- Oversee the effective deployment of the Departmental budget
- Maintain an accurate and up to date inventory of all resources within the department

### **Essential Criteria**

- Have a recognised teaching qualification and be recognised as a teacher by the GTCNI
- Have a degree in a recognised curricular subject
- Have a minimum of three years' post-primary teaching experience including GCSE and/or A Level teaching in a subject which meets the curricular needs of the school
- Have a minimum of two years post-primary teaching experience of teaching a CEIAG programme at Key Stage 3, 4 or 5 and/or delivering UCAS support to Years 13/14

### **Desirable Criteria**

- Have experience of providing careers advice and guidance to individual pupils and parents
- Have a record of in-service CEIAG training in the last five years
- Demonstrate the ability and willingness to contribute to the extra-curricular life of the school.