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| CEIAG Roles and Responsibilities 2018-2019 |
|  **Director of Community Relations and Careers Leader : Hilary A**k**ien** **Link CEIAG Governor:**Lesley Watson* Strategic leadership of CEIAG across the Academy
* Prepare and implement CEIAG annual development plan and the CEIAG programme including schemes of work for careers education
* Develop and monitor all areas of CEIAG, including: ‘Careers Education’, ‘Careers Information’, ‘Careers Advice’ and ‘Careers Guidance’
* Develop external links, e.g. employer engagement programme, apprenticeship providers, colleges and universities

**Connexions Personal Advisor:**Vivienne Scott* Ensure that the provision meets the quality of a dedicated CEIAG award
* Utilise destination measures data and LMI information to inform future planning
* Consult with young people, parents and staff on CEIAG provision.
* Ensure students develop their employability skills and encourage young people to take ownership of their career plans.
* Promote careers across the curriculum. Lead in house training and CPD for staff. Liaise with Heads of House to implement intervention strategies for potential NEET students
* Report to SLT and Governors on CEIAG • Advise SLT and Governors on policy, strategy and resources for CEIAG
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| **Careers Advisor across the Trust: Julia Robinson*** Careers guidance advisor
* Work experience co-ordinator
* Development of external links and careers fair
 | **Assistant Head: Allison Johnston*** Promote good work skills across the Academy, especially attendance punctuality and ‘behaviours for the work place’.
* Promote post 16 pathways and support the CEIAG programmes.
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| **More able co-ordinator: Anthony Blake** Promotion of the wide range of progression routes available including: sixth forms, colleges, further education, higher education with a focus on raising aspirations for the more-able cohort. | **Heads of House- Wendy Clarkson, Eleanor Wright, Lorraine Scott*** Support the CEIAG programmes and activities
* Co-ordinate students’ Careers Portfolio (CV and personal statement)
* Support the work experience and mock interview process
* Support ‘Take your child to work day’ programme
* Support the options process

**Year 11 Progress Manager- Amy Wright and tutors*** Deliver the Y11 ETT programme for careers education
* Support the writing of CVs and FE application process

**Year 10 tutors*** Deliver the Y10 ETT programme for careers education
* Support the work experience and mock interview process

**Year 7-9 tutors*** Deliver the ETT programme for careers education
* Support the Y9 ‘Take your child to work day’ programme
* Support the Y8 option process
* Help prepare students for the world of work.
* Provide careers advice and respond to questions
* Signpost to sources of advice

**Attendance officer –Amy O’Donnell*** Monitor/promote attendance and punctuality and link to world of work
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| **Clare Ungley: Raising Aspirations and OxNet Coordinator** Raising the aspirations of pupils to increase social mobility through promotion of further/higher education by mentoring/supporting and offering a range of internal and external experiences to broaden knowledge and horizons**.** Establish links across the Trust and with Russell Group Universities  |
| **Pupil Achievement Mentors (PAM)*** Encourage students to think positively about their future exams and career prospects and how they can enhance their life chances, and raise aspirations and self esteem
* Feedback specific student needs (or opportunities) to the CEIAG team
* Signpost students to appropriate CEIAG advice and information
* Support the CV building and letter of application
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| **STEM** **co-ordinator- Glen Bunn**Promote STEM activities/events and opportunities and STEM careers | **SENCO:** **Ashleigh Summerside** Work closely with the LA & other professionals to support planned transition for SEND students from school into appropriate post-16 opportunities  | **SMSC co-ordinator and Curriculum leader for Extended Tutor Time: Emma Johnson*** Ensure ETT programmes of study for careers education, work related learning and guidance are planned, sourced, delivered ,monitored
* Establish, develop a programme of high quality Focus Days to develop students’  resilience, self-esteem and aspiration
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| **All teaching staff: •**Link subject areas to different work opportunities, jobs and careers (during curriculum time and Careers Focus Days) • Help develop students employability skills within lessons • Promote progression routes within the subject areas. • Help prepare students for the world of work. • Develop external links whenever possible. |