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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 | | | |
| **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. |
| **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 |
| **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 | | |
| **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 |
| **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. | | | |