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| **Careers Roles and Responsibilities 2019-2020**  Careers and employability at Sandhill View is a collective responsibility. Here are the roles and detailed responsibilities linked to careers of each member of staff in school. | | | | | | |
| **Director of Careers and PSHCE across Southmoor MAT (Careers Leader): Simon Wareham**   * Strategic leadership of Careers across the Multi-Academy Trust. * Prepare and implement the Academy Careers strategy and the Careers programme including schemes of work for careers education * Responsible for the delivery and monitoring of careers education in Personal Development time and the development of programme of high quality Careers Education to develop students’ resilience, self-esteem and aspiration.   **Link CEIAG Governor:**  Lesley Watson   * Develop and monitor all areas of Careers, including: ‘Careers Education’, ‘Careers Information’, ‘Careers Advice’ and ‘Careers Guidance’ * Develop external links, e.g. employer engagement programme, apprenticeship providers, colleges and universities * Ensure that the provision meets the quality of a dedicated CEIAG award   **Connexions Personal Advisor:**  Vivienne Scott   * Utilise destination measures data and LMI information to inform future planning * Consult with young people, parents, staff, employers and training providers on Careers 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 and Advise SLT and Governors on policy, strategy and resources for Careers | | | | | | |
| **Trust Careers Adviser: Julia Robinson**   * Conducting Careers Guidance interviews for all students * Work experience management for Year 10 * Development of external links with employers, apprenticeship providers, college and universities * Developing and establishing the Academy's annual careers fair * Liaising with parents and staff to give Careers advice. | | **Supporting Delivery of Careers & PSHCE:  Lynsey Rowland**   * Supporting with planning and implementation of Careers strategy & PSHCE programme. * Supporting monitoring and evaluation of CEIAG & PSHCE programme. * Supporting with Work Experience programme and organisation and management of workplace visits. | | **Assistant Headteacher:  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 Careers programmes. | **Trust Director of Progression and Learning:  Helen Mather**   * Strategic SLT link for Careers across the Southmoor MAT. * Line manager for the Director of CEIAG & PSHCE (Careers Leader) & Careers Adviser | **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. |
| **Raising Aspirations and OxNet Coordinator:  Claire Ungley**   * Establish links across the Trust and with Russell Group Universities * Delivery of the Aspirations and Insight programme in primary schools | | **Raising Aspirations Coordinator: Josh Cook**   * 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**.** | | **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 Year 11 tutors**   * Deliver the Y11 Personal Development programme for careers education * Support the writing of CVs and FE application process   **Year 10 tutors**   * Deliver the Y10 Personal Development programme for careers education * Support the work experience and mock interview process   **Year 7-9 tutors**   * Deliver the Personal Development 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 | | |
| **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 | | | |
| **SENCO: Ashleigh Summerside**  Work closely with the LA & other professionals to support planned transition for SEND students from school into appropriate post-16 opportunities | **STEM co-ordinator: Glen Bunn**  Promote STEM activities/events and opportunities and STEM careers | | **Attendance officer:**  **Amy O’Donnell**  Monitor/promote attendance and punctuality and link to world of work |
| **All teaching staff (including Careers Champions): •**Encourage students to think positively about their career prospects **•**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. | | | | | | |