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