

# The Careers Team

Careers education at Castle View Enterprise Academy is a collective responsibility. Students, staff, parents / carers, governors, partners (including employers, further education institutions, higher education institutions, training providers), alumni, the local authority, the NELEP, and the local community have a collective responsibility to promote and deliver effective careers and employability education.

## **Emma McDermott**

### **Assistant Vice Principal / Careers Leader / Registered Careers Development Professional (RCDP)**

- Strategic leadership of careers across the Academy
- Prepare and implement careers strategy
- Development of careers action plan
- Provision of a planned and progressive careers programme
- Devise schemes of work for careers education
- Monitor careers provision and student engagement with the careers programme
- Liaise with tutors, Head of Years, SENCO to identify and support students with targeted and timely careers guidance
- Secure student access to independent, timely, personal careers guidance
- Commission and negotiate SLAs
- Analysis of destination data
- Establish, maintain and develop relationships with employers, FE, HE, training and apprenticeship providers
- Promote careers across the curriculum; liaise with PSHE lead and directors of subject and Careers Champions to plan careers education
- Lead careers CPD for staff
- Brief and support staff involved with delivery of careers programmes
- Maintain own CPD
- Review, monitor and evaluate careers
- Report to SLT and Governors on careers
- Advise SLT and Governors on policy, strategy and resources for careers

## **Laura Miller**

### **Teacher in charge of PSHE**

- Co-ordinate careers education through LifeSkills lessons

## **Aaron Young**

### **Careers Governor / Enterprise Advisor**

- Monitor provision of careers across the Academy
- Termly review of careers provision (Challenge Meetings with Careers Leader)
- Strategic planning advice and support for development of careers across the Academy

- Actively promote the career strategy and programme with the governors and wider stakeholders

## **Joanne Owens**

### **Principal**

- Strategic support and challenge of Careers Leader decisions
- Line management of Careers Leader

### **Careers Champions (PSCHE Careers Team and Subject Links)**

- Promote and advocate for careers education
- Deliver careers modules in PSCHE
- Develop employer links within their curriculum area
- Advocate for careers education within their curriculum area
- Careers displays within curriculum areas
- Signposting careers education within curriculum medium term plans

### **SENCO**

- Provide support to SEND students to help them generate their individual careers action plans
- Review SEND student career action plans with their parents to ensure they are engaged and supportive of the plans
- Generate individual career action plans as part of the Education Health and Care plan
- Liaise with Careers Leader to ensure that students with special educational needs and disabilities can access the careers programme

### **All teaching staff**

- Ensure they are familiar with the Academy's career strategy and its strategic objectives
- Link curriculum areas to careers
- Support the development of employability skills
- Promote progression routes within their curriculum area
- Develop external links to support careers within curriculum areas
- Feedback specific student needs (or opportunities) to the careers team
- Signpost students to appropriate careers advice and information

### **Pastoral Team**

- Ensure they are familiar with the Academy's career strategy and its strategic objectives
- Work with the Careers Leader to provide additional support for targeted groups; identifying vulnerable groups and students at risk of becoming NEET
- Encourage students to think positively about their career prospects and what they could be doing to enhance their life chances
- Feedback specific student needs (or opportunities) to the Careers Leader
- Deliver tutorial careers programmes

- Support students with career action plans (year 11 tutors)
- Engage with Academy careers CPD
- Provide feedback on the careers programme

### **Parents / Carers**

- Engage with and participate in the careers programme where appropriate
- Encourage their child to engage with and participate in the careers programme
- Provide feedback on the careers programme

### **Careers Ambassadors (Students)**

- Promote careers within the Academy and amongst the student body
- Provide regular communication and feedback to year group
- Promote careers education at parents' evenings / open events
- Update careers displays
- Communicate careers through Academy channels

### **Students**

- Engage with and participate in the careers programme
- Provide feedback on the careers programme