

## **The CEIAG Team Roles and Responsibilities**

To maintain and run an effective Careers Programme the Academy has an identified CEIAG Team:

### **Andrew Parsons**

Senior teacher/Aspire leader/Careers Leader

Strategic leadership of CEIAG across the Academy

- Prepare and implement CEIAG development plan
- Provision of a planned CEIAG programme / development of annual careers plan
- Schemes of work for careers education
- Monitor CEIAG provision and take up of careers guidance
- Analysis and tracking of destination data
- Establish, maintain and develop relationships with employers, FE, HE, training and apprenticeship providers
- Liaise with tutors, Head of Years, SENCO to identify and support students with careers guidance
- Secure student access to personal careers guidance
- Promote careers across the curriculum; liaise with PSHE lead and heads of subject to plan careers education
- Lead in house training / CPD for staff
- Brief and support staff involved with delivery of CEIAG
- Maintain own CPD
- Review and evaluate CEIAG (Quality assure CEIAG)
- Report to SLT and Governors on CEIAG
- Advise SLT and Governors on policy, strategy and resources for CEIAG

### **Pippa Moy**

Head of Key Stage 3 PSHE and Citizenship/Teaching Assistant

- Co-ordinate Careers education in Key Stage 3 Personal Development lessons

### **Tracey Martin**

Careers and Work Experience Administrator

- Work Experience co-ordinator
- Facilitate with encounters with employers, education and training providers

- Extra-curricular and enrichment recording as part of Learning from Experience
- Admin support for careers leader
- PIXL The Edge administrator

### **Subject teachers**

- Integrate careers into the curriculum
- Engage with Academy careers CPD Additional staff responsibilities

### **SENCO**

- Provide support to SEN students to help them generate their individual careers action plans
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans • Ensure the careers leader understands the Academy's statutory responsibility to students with SEN
- Generate individual career action plans as part of the Education Health and Care plan

### **All teaching staff**

- Link curriculum areas to careers
- Support the development of employability skills
- Promote progression routes within their curriculum area
- Develop external links to support CEIAG within curriculum areas
- Feedback specific student needs (or opportunities) to the CEIAG team
- Signpost students to appropriate CEIAG advice and information

### **Pastoral Team**

- Ensure they are familiar with the Academy career plan and its objectives
- Working with the CEIAG team to provide additional support for the NEET risk group
- 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 CEIAG team

- Tutors deliver tutorial careers programme
- Year 10 tutors support delivery of the Work Experience programme.
- Support students with careers action plans (year 11 tutors)
- Engage with Academy careers CPD