



# Ercall Wood Academy

Empower | Respect | Aspire

## Careers Programme

Ercall Wood

2020/2021

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## 1. Introduction

Here at Ercall Wood we strive to provide our students with an interesting, challenging all-encompassing careers and enterprise programme. We aim to empower and inspire students to identify their obstacles whilst we challenge and support them to put into place measures that overcome these. We provide opportunities and experiences that will raise aspirations, defeat stereotypes, and promote individual strengths. Through advice and guidance and a wealth of opportunities we support all our students in their journey to successfully achieving their future destinations and careers opportunities.

We have identified that most students require help and support when making choices and managing transition, therefore quality careers education, information, advice, and guidance is essential in supporting each individual and their needs.

Ercall Woods careers plan sets out how we intend to provide a fit for purpose careers programme with available resources and diverse opportunities, providing our students with more knowledge, ability, strengths, skills and inspiration enabling them to take ownership of their next destinations and future careers action plan, supporting them to succeed in their chosen pathway.

Careers at Ercall Wood does not just focus on informing students about their post 16 pathway, but offers support in demonstrating how their school career will affect their futures therefore it is our statutory duty to ensure all of our students receive independent impartial advice and guidance regarding all of their options at crucial stages and how their choices may affect their post 16 pathways and careers journey. By helping our students with decision making and ensuring they are fully informed whilst educating them around the world of work we aim to prepare them for life after school no matter which pathway they chose to journey along.

## 2. Student Entitlement Statements

### Year 7 Careers Entitlement

Students will receive a series of careers lessons during the summer term and be offered opportunities to attend careers and enterprise related events, trips, visits, and competitions. Employers and employees will be invited into school to engage with our students.

- Students will be encouraged to identify personal strengths and potential barriers to learning, they will address current skills and develop confidence whilst having high expectations of themselves.

- Students will experience careers fairs and contact with employers through a variety of events and activities
- Students will take part in a whole day's enterprise competition and experience meaningful contact with employers and employees through this event whilst being given details on the world of work and different pathways.
- Students are introduced to careers resources and informed how to use them
- Students will have optional access to independent and impartial advice via drop-in session or accessing the careers hub as well as through assemblies and group work.
- Early careers education will enable our students to be better informed therefore making informed decisions at crucial educational stages and during transition times.
- Students will be motivated in school to follow a particular pathway.
- Students will begin to think about GCSE options in terms of career pathways and plans for their future post 16 years.
- Students will have access to START an online careers tool offering information around pathways, careers and up to date Labour Market Information.
- Students will be encouraged to access the wealth of careers information on the school's website.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.

## Year 8 Careers Entitlement

Students will receive a series of careers lessons during the spring term and be offered opportunities to attend careers and enterprise related events, trips, visits, and competitions. Employers and employees will be invited into school to engage with our students.

- Students will build on personal strengths and skills and begin to link skills to specific careers enabling realistic and informed decisions.
- Students will identify their areas of weakness and will address ways to overcome or further develop themselves further.
- Students will learn more through lessons around the world of work and how it is constantly changing.
- Students will have the opportunity to access software and websites available in school, such as Start, National apprenticeships website, Barclays life skills and others both through lessons and through the career's website
- Students will be encouraged to think about what they might like to achieve after school and explore the different routes, pathways, and options.
- Students have optional access to independent and impartial advisers via drop-in sessions within the career's hub.
- Students will continue to be encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students will have been provided with the information required, for them to make informed decisions and will be encouraged to think which the correct GCSE options to meet their desired destinations.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.

## Year 9 Careers Entitlement

Students will receive a series of careers lessons during the summer term and be offered opportunities to attend careers and enterprise related events, trips, visits, and competitions. Employers and employees will be invited into school to engage with our students. Students will receive a range of opportunities to meet and visit Further Education and Higher Education establishments and their staff. Apprenticeship routes and opportunities will be shared with students through agencies coming into school and through visits to working environments. Pupils will experience talks from previous Ercall Wood pupils.

- Students will be encouraged to reassess personal strengths with a focus on transferable and employability skills
- Students will be introduced to interpersonal and enterprising skills and why they are desirable within the world of work.
- Students encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness. This will partly be achieved through careers lessons and the students accessing START.
- Students will be further encouraged to access the careers section of the Ercall Wood website to further develop their careers knowledge, access Labour Market Information and identify their interests.
- Students encouraged to challenge stereotypes within the world of work and traditional job roles.
- Students have optional access to independent and impartial advisers via drop-in sessions by accessing the Careers Hub.
- Students will be encouraged to use careers resources available and informed where to find out more about specific courses/careers. This is achieved through our school website, careers library, Start Profile and sign posting to relevant websites such as the National Apprenticeships site
- Students will experience a range of opportunities to access trips and visits to places of work, Further and Higher Educational settings and will investigate the range of post 16 and post 18 pathways available to them.
- Students will have meaningful contact with both employees and employers through people invited into school and trips and visits out of school.
- Students will have an opportunity to work with Aspire to Higher Education and access a range of careers related events through their programme.

## Year 10 Careers Entitlement

Students will receive a series of careers lessons during the spring term and be offered opportunities to attend careers and enterprise related events, trips, visits, and competitions. Employers and employees will be invited into school to engage with our students. Students will receive a range of opportunities to meet and visit Further Education and Higher Education establishments and their staff. Apprenticeship routes and opportunities will be shared with students through agencies coming into school and through visits to working environments. Pupils will experience talks from previous Ercall Wood pupils. Students will attend a motivational speaker event and have a work experience opportunity (Due to COVID-19 this will be virtual in 2021)

- Students begin to explore post 16 form options through a variety of activities, lessons, visits, and people into school.

- Students will look at the skills required to complete application forms and interview techniques.
- Students will have further awareness of Labour market information
- Students are encouraged to think about employability, which careers appeal and to identify and set themselves realistic future goals.
- Students will receive post 18 information.
- Students will receive information, advice, and guidance on work experience
- Students will explore potential careers and develop aspirations for their own successful career's journey
- Students begin CV and cover letter writing.
- Students have optional access to independent and impartial advisers via drop-in sessions over lunchtimes with external post 16 providers and by accessing the careers hub.
- Students encouraged to use careers resources available and informed where to find out more about specific courses/careers. This is achieved through our school website, careers library, Start Profile and sign posting to relevant websites such as the National Apprenticeships site.
- Students experience mock interviews however due to Covid-19 this activity may be altered to meet requirements and restrictions during 20-21.
- Students complete a week's work experience however due to Covid-19 the 20-21 delivery of this is intended to follow a virtual model.
- Students will experience motivational speakers to raise aspirations and share stories of success.
- Students will access opportunities through Aspire to Higher Education.
- Parents are encouraged to seek advice and can contact the careers team when needed.

## Year 11 Careers Entitlement

Students will receive a series of careers lessons during the Autumn term and be offered opportunities to attend careers and enterprise related events, trips, and visits. Employers and employees will be invited into school to engage with our students. Students will receive a range of opportunities to meet and visit Further Education and Higher Education establishments and their staff. Apprenticeship routes and opportunities will be shared with students through agencies coming into school and through visits to working environments. Pupils will experience talks from previous Ercall Wood pupils. Students will access Aspire to Higher Education events and will also receive at least one, if not two one to one personal careers advisor sessions.

- Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form and apprenticeships.
- Students are encouraged to use careers interviews to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students are encouraged to think about the kind of behaviour potential employers look for and further develop their employability skills.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers due to Covid-19 most are virtual in 20-21.

- Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter, support for this can be gained from the career’s hub with dedicated computers and laptops to work on.
- Students are kept up to date with post 16 events and deadlines.
- Students have optional access to independent and impartial advisers via drop-in sessions in the career’s hub and through the independent career’s advisor appointments.
- Students are encouraged to use careers resources available and informed where to find out more about specific courses/careers. This is achieved through our school website, careers library, Start Profile and sign posting to relevant websites such as the National Apprenticeships site
- Students have a series of careers assemblies where information, advice and guidance is shared.
- Students are signposted to the careers section of the website to access a wide-ranging source of resources and material.
- Parents are encouraged to seek advice and can contact the careers team when needed.

### 3. Disclaimer

The Ercall Wood careers programme for 2020-2021 is designed to meet the needs of all students and the Gatsby benchmark requirements. In this unprecedented time where the world has been challenged by COVID-19 we cannot be held responsible if advise and government guidelines alter resulting in our outlined programme being altered or affected and unable to be delivered in the manner that was intended. We will continue to strive to provide a stable careers programme and do our utmost to support the needs of each individual student.

### 4. Careers Service Goals

Ercall Woods Careers services goals for this year set out key areas where we hope to focus our attention. These goals are things that we have identified as being highly important to assist in the preparation of our students for their next steps after leaving us. It is our aim to achieve if not exceed within these areas however due to COVID-19 and changing restrictions, alterations may be required. Alongside these selected goals for 2020-2021 we will continue to strive to achieve an excellent and stable careers programme covering all Gatsby Benchmark requirements.

Goal	Description	Resource Required	Success Criteria	Target date
Further develop, measure, and monitor the quality of the careers programme (GB1)	By further developing the careers programme we will ensure a varied and interesting programme is offered to all students. Through measuring and monitoring the quality of the programme we can demonstrate improvements and address	Destination data will provide evidence of positive engagements. Careers Advisors feedback. Pupil and staff voice surveys	A range of methods of feedback, destination data demonstrating positive destinations	July 2021

	any areas for further development.			
Collect and maintain destination data for all leavers (GB3)	We will collect destination data from all year 11 students and use this data to further inform the careers programme.	Post 16 destination data collection forms. Destination data collected from post 16 settings and Future Focus advisor.	All students' destinations tracked.	September 2021
Provide a variety and range of careers information (GB1)	For all year groups we will provide a broad range of careers information aiming to assist our students with choices and careers, post 16 and post 18 plans	Lessons Enrichment activities, assemblies, encounters with employees, employers, FE, HE, Apprenticeship providers	Lesson evaluations, Feedback from all stakeholders, use of the career's hub, careers within all curriculum areas, notice boards and information shared	On going throughout the year.
Integrate Careers into the school's curriculum (GB4)	We will look at several new ways to ensure that careers feature as part of all curriculum areas delivery and therefore is readily integrated into daily curriculum.	Individual subject information linking to FE, HE, Careers, and job opportunities	Whole curriculum lesson plans demonstrating a provision for careers readiness. Items on display within each subject area linking to careers.	January 2021
Further develop methods of measuring impact on the careers provision (GB1)	We will measure the impact of careers curriculum offered to all students including reviewing the evidence of learning outcomes and progression and gather feedback from Students on the usefulness and effectiveness of activities, events, and encounters.	Different methods of feedback collection	Completed feedback forms and lesson evaluations completed by students after lessons and events.	July
Identify alternative ways to offer year 10 a work experience opportunity in line with COVID restrictions.	We are unable to provide year 10 actual work experience opportunities due to COVID-19. We will look at another form in a possible virtual way. This will need to be further investigated and developed.	Resources unknown yet.	All students experience some form of virtual work experience activity.	June / July 2021



Further develop a network of business contacts	We already work closely with businesses and the local enterprise partnership however we can build on and develop this further to benefit our students and all stakeholders		Development of a database of business contacts that the careers department can use to enhance student experiences	July 2021
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## 5. Activities and Events.

At Ercall Wood we believe that by offering our students a wide variety of encounters and experiences with both further education providers, higher education providers, employers, employees, apprenticeship providers and a range of other engagement activities we are giving them opportunities to explore potential interests and further assisting them in decisions making.

Our engagement activities have been heavily adjusted due to COVID-19 this year and we are reviewing events as and when they arise to ensure we maintain restrictions in place and meet guidelines. The usual programme of events can be found on the careers section of the Ercall Wood website. We hope to get our calendar of events back to full strength as COVID-19 is brought under control.

Events that we do currently have planned and that we hope will go ahead are:

Activity	Activity Type	Description	Provision Type	Provision Source	Skills	Gatsby Benchmark	Feedback Source	Year Group
<b>Careers lessons</b>	Lesson	Complete a range of different themed careers related lessons	CEIAG	In School	*Listening	GB 1	Lesson Evaluation	10
					*Presenting	GB 2		9
					*Aiming High	GB 3		8
					*Teamwork	GB 4		7
					*Problem Solving	GB 8		
					*Leadership			
					*Creativity			
					*Assessment of skills			
					* Research Skills			
					*Writing and recording information			
					*Questioning			
<b>Assembly Presentation</b>	Careers activity, sharing information	Deliver a series of assemblies to yr. 11 around IAG	CEIAG	In school	*Listening * Aiming High	GB 1 GB 2 GB 3 GB8	Question & Answer	11

<b>START</b>	Online careers tool	Online careers tool to explore LMI & Careers pathways	CEIAG	In school and independently	*Aiming High *Staying Positive *Research Skills *IT skills *Assessing own needs *Problem solving	GB 1 GB 2 GB 4	Start Teacher report Verbal feedback from Students	11 10 9 8 7
<b>Careers Festival</b>	Careers Activity	All Students will be invited to attend / sign up to sessions on our virtual Careers Festival	CEIAG	Accessed via Zoom during 3-6pm	*Listening *Question & Answer *Recognising own interests *Assessing own needs	GB 1 GB 2	From all providers taking part. From parents and careers From Students	11 10 9 8 7
<b>National Careers Week</b>	Careers Activity	Careers Lessons, items on the TVs, Form time activities	CEIAG	In school	Listening *Presenting *Aiming High *Teamwork *Problem Solving *Leadership *Creativity *Assessment of skills * Research Skills *Writing and recording information *Questioning	GB 1 GB 2 GB 4  Depending on COVID: GB 5 GB 7	Lesson Evaluations Provider feedback	11 10 9 8 7
<b>Enterprise Challenge</b>	Enterprise Activity	A whole day of careers and Enterprise activities and competition	CEIAG	In school	*Presenting *Teamwork *Problem Solving *Creativity *Listening *Leadership	GB 1 GB 2 GB 4 GB 5	Event Evaluations Provider Evaluations	10 9 8 7
<b>Virtual Work Experience</b>	Work Experience	As work experience will not be going ahead, we are	CEIAG	In school, possibly at home	*Listening *Aiming High *Teamwork *Staying positive *Creativity	GB 1 GB 5 GB 6	Student feedback	10

		currently looking at some virtual options for year 10						
<b>National Apprenticeship Week</b>	Careers Activity	During National Apprenticeship week activities will be offered to all years during form time and things displayed on the screens. Information delivered through lessons.	CEIAG	In school	Listening *Presenting *Aiming High *Teamwork *Problem Solving *Leadership *Creativity *Assessment of skills * Research Skills *Writing and recording information *Questioning			11 10 9 8 7
<b>Motivational Speaker</b>	Careers Enrichment Activity	Stephen Seki will be invited in to attend and deliver a presentation to year 10 around choices and to motivate students	CEIAG	In school	*Listening *Assessment of own skills *Addressing barriers	GB 1 GB 2 GB3	Provider feedback, Student feedback	10
<b>Labour Market Information event</b>	Careers Activity	The Inspirational Learning Group will attend and deliver information around LMI to yr 9 During life skills	CEIAG	In school	*Listening *Question & Answering skills	GB 1 GB 2	Provider feedback, Student feedback	9
<b>Displays, Social Media</b>	Careers Activity	Keep boards updated	CEIAG	In school Independent	*Observational skills	GB 1 GB 2	Staff and Student feedback	11 10 9

		and relevant Advertise all careers events and activities on the school social media						8 7
<b>Post 16 options videos and info Including 1-1 careers advisor appointments</b>	Careers Activity	Due to covid all open evenings are cancelled, and all are virtual. Providers are also sharing videos with us to share with yr. 11	CEIAG	In school and	*Addressing own needs *Listening *Aiming High *Organisational *Question & Answering	GB1 GB 3 GB 8	Student Parent Careers advisor feedback	11

**Abbreviations**

CEIAG                      Careers Education, Information, Advice and Guidance  
 IAG                         Information, Advice and Guidance  
 GB                         Gatsby Benchmark

## 6. Information and Self Help

At Ercall Wood Academy, we strive to provide a broad range of resources and information. We offer impartial advice through our independent careers advisor whilst offering a wealth of information which is updated regularly on the careers section of the school’s website and within the career’s hub.

Each curriculum department offers information linked to careers relevant to their subject area and display boards are maintained and updated.

We share information via the school’s social media around a range of careers related topics, whilst also promoting events, activities, post 16 and post 18 opportunities and information.

The careers lead is available for all students from all year group to drop in and see should they require advice and information.

Resource	Description
<b>Ercall Wood Careers Hub</b>	Ercall Wood has a dedicated careers hub where students can come and seek further information, help and guidance. The hub allows access to computers for students to use for example, to search for courses, work experience opportunities, application form filling, CV writing etc with staff on hand to support and assist. The hub post covid will hold drop-in sessions where FE and HE providers will offer advice and more

	<p>information around the setting they represent. The local Job Centre will hold drop-in sessions to support and advice our young people. Our impartial careers advisor is in the hub on hand two days a week to meet with students. The head of Life Skills is also located within the careers hub to offer further support to students with barriers to overcome.</p> <p>The careers lead is also based within the careers hub as is the post 16 transition coordinator.</p>
<b>Careers section of the Ercall Wood Website</b>	<p>There is an allocated careers section on the Ercall Wood website, under the student tab and then careers. The careers section contains a wealth of information around everything careers related with interactive skills tools, videos, information, links to many providers, apprenticeship information, Labour Market Information, advice for parents and careers, guidance around CV writing and application form filling, employability skills as well as a dedicated work experience section. There is also a link to contact the careers leader and offer feedback, ask questions or for employers to get in touch.</p>
<b>Displays and notice boards</b>	<p>There are several noticeboards within the school with information around careers related information.</p>
<b>Display Screens</b>	<p>Careers related information id displayed on the TV screens around the school. This information is current and relevant and acts as a tool for information sharing.</p>
<b>START</b>	<p>All students have access to START an online careers platform. This can be accessed via our school’s website but is also addressed within careers lessons. Start shares advice and guidance around careers linked to subjects, Labour market information, pathways available, understanding different qualifications as well as videos and activities to develop skills and employability.</p>
<b>Curriculum subjects</b>	<p>Each curriculum area links their subject to careers through displaying careers related information, through discussion and lesson activities</p>
<b>Form Time</b>	<p>During form time staff are asked to refer to careers when appropriate and signposting students to the career’s hub or the website for further information and help.</p>

## 7.Careers providers.

Ercall Wood Academy will secure independent careers information, advice, and guidance (CEIAG) that includes information on the full range of education and training options, including apprenticeships and vocational pathways. This should help inform a student’s decision about their 16-19 study programme and beyond. Guidance should encompass good, appropriate local further education, apprenticeships, and vocational education opportunities and pupils should individually make their own choice about what is the best next step for them. In good time before decision points. Ercall Wood will ensure that all students are informed about the options available, including:

- Post - 14: GCSEs; options o
- Post - 16: A levels, advanced general qualifications, apprenticeships, employment combined with training, supported internships, tech levels and traineeships.
- Post - 18: further education courses, higher apprenticeships, and undergraduate degrees.

## Access to independent careers guidance

Ercall Wood Academy careers programme adheres to the ACEG /CDI framework for careers education and work-related learning and complies with the education act 2011 by securing independent and impartial careers guidance. All year 11 students will see the independent careers adviser at least once. We also have a post 16 pathways transition coordinator and the SECO who supports students with EHCP’s into their next pathway.

## Access to internal careers guidance

Ercall Wood Academy has a dedicated careers leader who provides a planned programme of careers education for all students across all year groups, working alongside SLT and the Learning Community Trust. We invite external and independent providers to enhance the programme where we can and to ensure meaningful encounters occur with all stakeholders. The school has a dedicated careers hub which has an open-door policy for all students to access.

We engage with several providers to enhance our careers programme through the year. Due to COVID, this is greatly reduced currently.

This academic year we aim to work with the following providers:

Provider	Service	Summary
<b>The Careers and Enterprise Company</b>	Assembly Presentations CV writing General careers resources Careers Leaders training and CPD <b>All years</b>	Provider Type: <i>Opportunities</i>
<b>Aspire to Higher Education</b>	Faculty Projects Whole year group activities Revision and study skills for year 11 Opportunity to access funding for innovation award Motivational speaker Higher Education information sharing. Support and CPD for careers team <b>Years 9, 10 and 11</b>	Provider Type: <i>Opportunities</i> <i>Careers advice</i>
<b>The National Enterprise Company</b>	Whole day careers and enterprise competition, working alongside employers and employees	Provider Type: <i>Opportunities</i>

	<b>Year 7, 8, 9 and 10</b>	
<b>Business Class, Fujitsu</b>	Linked business Offers opportunities for employees in and trips out Provider of computers for the career's hub <b>Years 7,8,9,10 and 11</b>	Provider Type: Opportunities
<b>The Inspirational Learning Company</b>	A session on labour market information <b>Year 9</b>	Provider Type Opportunities

## 8.Stakeholder Engagements.

The Ercall Wood Academy careers programme aims to provide all students, parents, providers, and school leadership team with a broad range of information throughout the year. We aim to involve the wider school community and all stakeholders to fully support and become involved within the careers programme.

To ensure that we engage all stakeholders including Students, parents, carers, providers, employers, and leadership we aim to:

- Attend all careers leaders network meetings
- Produce items for the school's newsletter
- Post careers related items on the school's social media accounts
- Post items on the career's newsfeed
- Obtain feedback from student's after careers related events
- Update and promote the careers section of the school's website
- Attend Enterprise advisors network meetings
- Attend meetings and network with post 16 providers
- Sharing information through assemblies
- Collect feedback from parents, carers, and providers
- Produce careers related documents for SLT / Governors
- Collect destination data
- Work with careers leaders within the Trust
- Advertise via TV screens

## 9.Roles and Responsibilities.

To ensure that an effective careers programme is not only maintained but is delivered to a high standard several groups of people within the school are identified with their responsibilities for assisting with the career's education programme at Ercall Wood Academy.

### **Governors & SLT responsibilities**

The governing body has a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum to promote high standards of educational attainment (DfE, 2014a). Effective careers guidance contributes to raising aspirations, improving motivation, and overcoming barriers to success.

The school must ensure there is a named member of the SLT and a Governor who have primary responsibility for CEIAG. The Board of Governors should identify a link governor to support and challenge the careers staff. SLT should ensure an annual Careers Plan is completed and signed off.

SLT should ensure that careers objectives are understood and implemented across the school getting all staff onboard.

Governors and SLT should support the Careers Leader is prepared for OFSTED inspections.

Governors and SLT should ensure the school is meeting the statutory careers requirements and expectations as laid out in the statutory guidance 2017, in particular; has a named Careers Leader, a Provider Access Policy, the careers programme published on the school's website and is working towards the Gatsby benchmarks

They should provide support to the Careers Leader and ensure that the agreed resources are made available during the year. All progress and achievements should be reviewed versus the careers plan and adjust, as necessary.

### **Senior Leader with overall responsibility for careers provision**

The senior lead over careers should ensure the careers programme is adequately resourced to deliver the agreed careers plan. They should recruit, retain, and support the careers leader.

Chair reviews of progress against the careers plan and ensure that any problems preventing completion of any elements are resolved.

Act as the 'careers champion' to ensure that whole school acceptance of the careers plan is achieved!

### **SENCO responsibilities**

The SENCO should ensure that the careers plan complements objectives and activities set out in the school's special education policy. They should provide support to SEN students to help them generate their individual careers action plans. The SENCO should 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 school's statutory responsibility to students with SEN.

Generate individual career action plans as part of the Education Health and Care plan.

Work alongside the independent careers adviser to arrange one to one meeting's with all SEN students.

### **Curriculum leader for careers education responsibilities**

Within each curriculum area there should be a designated staff member take responsibility for the curriculum strands within the careers plan, inputting objectives to the plan and ensuring the curriculum resources are made available, as necessary.

Understand what defines 'best practice' for integrating career readiness activities into the curriculum and ensure the school progresses towards and ultimately achieves these high standards. Assist in audits of current teaching practices (in relation to careers) against strategies and the CDI Framework for careers, employability, and enterprise.

### **Careers leader responsibilities**

Prepare and deliver the careers plan. Support any staff needed to deliver the careers plan.

Report progress to the SLT. Work closely with the governor with primary responsibility for careers to ensure they can support, and guide as required. Bring any problems that you are unable to resolve to the attention of the career's senior leader.



Ensure you engage with all your stakeholders including Local Authority, Local Colleges / Universities, Enterprise Adviser, SLT, teachers, support staff, governors, students, parents, local businesses, and guest speakers.

Put systems in place to ensure that you deliver measurable year on year improvements to the careers programme.

Working alongside the SLT careers lead, ensure you get best value from the agreed budget reviewing each of your annual contracts and other discretionary spend.

Be the school expert on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact the careers delivery and plan.

Ensure you are accessible to your stakeholders by as many means as possible.

Conduct and report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.

Always create a stimulating careers experience for whole school and promote positively.

Complete administrative duties relating to careers as and when required.

### **Teachers and teaching support staff responsibilities**

Ensure you are familiar with the school careers plan and its objectives.

Ensure that career readiness and careers education are embedded in your lesson plans.

Access the CDI Framework and the resources on its website to further develop careers into lesson plans. Monitor the effectiveness of your embedded activities and improve, as necessary.

Feedback specific student needs (or opportunities) to the Careers Leader.

### **Pastoral and pastoral support staff**

Ensure you are familiar with the school career plan and its objectives. Working with the Careers Leader provide additional support for the NEET risk group. Contribute towards the development of an atmosphere (within the school) of learning, confidence, and ambition.

Where and when you have the opportunity, 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. Liaise with the future focus careers adviser to ensure year 11 appointments are conducted and assist and refer in recognising the pupils that may require additional careers and next steps support.

### **Teachers, Tutors and Curriculum Staff responsibilities**

Ensure you are familiar with the school careers plan and its objectives.

Ensure that career readiness and careers education are embedded in your lesson plans.

Review your lesson plans in relation to the CDI Framework and the resources on its website.

Monitor the effectiveness of your embedded activities and improve, as necessary.

Feedback specific student needs (or opportunities) to the Careers Leader.

## **10. Leadership and Management**

Throughout the year the leadership and management team will conduct regular meetings to ensure the effectiveness of the careers programme. Meetings will be arranged with all stakeholders

involved within the careers programme. As an ongoing theme, the careers programme will be continually evaluated to ensure effectiveness.

Well structured operational meetings are recognised as a key feature in the successful running of the careers programme. The overarching aim of all meetings will be to review the ongoing effectiveness of careers activities and ensuring this is embedded into lessons whilst continuously identifying further opportunities to improve.

## 11. Careers Service Evaluation

At Ercall Wood Academy we believe that it is highly important that robust measures, monitoring, and review procedures are in place to provide an ongoing framework for improvements. These will inform the foundations of not only what we do but how we do it and will enable us to highlight areas of improvement and further development.

We will use a range of methods to inform our evaluations of the careers programme. These will be conducted with all stakeholders and the wider community.

Feedback will include evaluation of events and activities, from students, staff and external providers and businesses, feedback from parents and others via the careers section of the school's website, school surveys sent to students, parents and carers and evaluations conducted after each careers lesson.