**Roles and Responsibilities**

Careers and employability 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

**Industry Alignment Support Officer**

* Co-ordination of work experience
* Facilitate encounters with employers, education and training providers
* Administrative support for Careers Leader
* Maintain careers resources (in the LRC); ensure a broad suite of quality, unbiased resource is available on all pathways; monitor the usage of each resource type and explore how information sources can be improved; research available careers resources; ensure resources are up to date and relevant
* Maintaining employer and external partnership database

**Laura Miller**

**Teacher in charge of PSCHE**

* Co-ordinate careers education at Key Stage 3 (Lifeskills lessons)
* Co-ordinate, monitor and evaluate Academy leadership programmes
* Co-ordinate, monitor and evaluate Pixl The Edge

**Aaron Young**

**CEIAG 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

**Janet Bridges**

**Principal**

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

**Careers Champions**

* Promote and advocate for careers education.
* 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 Advocates (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
* Track their participation using their Global Bridge profile
* Provide feedback on the careers programme