



Careers Team

- **Careers Leader- Ms Charlotte Mason-Wait**
- Careers Governor – Mr Ricky Byrnes
- Senior Leadership Team
- SENCO- Mrs Rachel Edmunds. SEND Careers Link- Faye Ruston
- Head of Departments / Subject Leaders
- Sixth Form Team
- Heads of Year
- Form Tutors

Careers Lead has responsibility for the delivery of a school's careers programme and leading the careers provision within the academy.

Pool Hayes Academy has a good careers programme that meets the expectations set out in the Gatsby Benchmarks. We liaise with external partners, such as employers, learning providers and career guidance services. Mrs Mason-Wait's role involves:

- Advising and liaising with teachers, tutors, SENCO, governors and Senior Leadership Team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
- Reviewing and evaluating career guidance and providing information for school development planning, Ofsted and other purposes.
- Preparing and implementing a career guidance development plan and ensuring that details of the careers programme are published on the School's website. ● Planning the programme of activity in career guidance and monitoring access to, and take up of, guidance.
- Ensuring Colleges and Apprenticeship providers have access to the school to share opportunities with all pupils.
- Managing the careers budget as appropriate.
- Managing the provision of Career and Labour Market Information.
- Managing the careers section of the School's website, ensuring information is accurate and up to date.
- Coordinating encounters with employers and work experience.
- Communicating with pupils and their parents. ● Establishing and developing links with FE colleges, apprenticeship providers, University Technical Colleges and Universities.
- Establishing and developing links with employers.
- Managing links with the LEP and other external organisations.
- Building a network of alumni who can help with the career guidance programme.
- 1:1 career guidance interview for all Year 11 pupils and Year 12 and 13 students.

SLT

The Academy's careers programme has the explicit backing of the senior management team.

Head of department and teachers

- All teaching staff link curriculum areas to careers and support the development of employability skills. Every half term/topic, there is specific career guidance of how the topic links to possible careers
- They should promote progression routes within their curriculum area with the support of the career's leader.
- They develop external links to support CEIAG within curriculum areas again with the support of the career leader.
- They ensure they are familiar with the Academy career plan and its objectives.
- They encourage students to think positively about their career prospects and what they could be doing to enhance their life chances and feedback specific student needs (or opportunities) to the CEIAG team.

Head of Year and form tutors

- Work with the Careers leader to provide additional support for the NEET risk group and encourage students to think positively about their career prospects and what they could be doing to enhance their life chances.
- Make referrals to the Careers Leader for interventions to be planned and ensure they are familiar with the Academy career plan and its objectives

Sixth form learning support staff

- Ensure they are familiar with the Academy career plan and its objectives
- Support with post 18 options and refer to the Careers Leader for career advice and guidance meetings
- Support UCAS and personal statements, encourage students to think positively about their career prospects and what they could be doing to enhance their life chances
- Make referrals for career advice and guidance meetings.

SENCO

- Provide support to SEN students to help them develop their individual careers action plans.
- Review SEN student career action plans with parents/carers to ensure they are engaged and supportive of the plans
- Ensure the Careers Leader understands the Academy's statutory responsibility to students with SEN
- Liaise with Careers Leader about individual career action plans as part of the Education Health and Care plan reviews.