CAREERS RESPONSIBILITIES

At Stewards Academy, the intent of the Careers programme is to effectively prepare students from Y7-11 for their next steps. This draws on several strands which are centrally managed by the Careers Lead (Alec Laing) and the Careers Administrator (Charlotte Keys-Kidd).

This is implemented through assemblies on options and pathways for FE and HE, as well as curriculum time in Ethics and Values and subjects for all year groups. In tutor time there is time devoted to Careers Education, giving students a chance to ask meaningful questions regarding a variety of jobs. Furthermore, regular information sharing regarding Labour Market Information is done via career bulletins and tutor time enabling conversation to take place at home and engaging a variety of stakeholders. Numerous themed events, such as National Careers weeks, throughout the year offer students further education on the vocational alternatives such as Apprenticeships, Employment and T levels. In addition, the reintroduction of the annual Careers Fair in conjunction with Passmores Academy enables students across all years to engage with both employers and HE institutions.



ALEC LAING

(SLT Careers Lead)

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- Oversees CAIAG
- Take Assemblies
- Staff CPD

- Liaise with SLT/HoDs/Teachers
- Oversee Review, Strategy,
 Planning and Growth of Careers
 Provision
- Support CEH in her role and with all the tasks outlined below...
 - Lead meetings with CEH and identify specific Actions.

CLAIRE HURST (Independent Careers Advisor)

- Undertake careers guidance meetings
- To troubleshoot interviews if students are not at school
 - ts **03**
 - Provide support to CEH
 - Audit and support with 11 key documents from CDF (Careers Development Framework)

3 TIERS OF CAREERS



Charlotte Keys-Kidd (Careers Administrator)

- Arrange careers interviews
- Arrange Educational Visits
- Liaise with 6th Forms and Colleges
 - Arrange Assemblies
 - Arrange Careers
 Talks
- Track Gatsby Benchmarks
- Track Compass +
- Parent/Student Questionnaires
- Track Post 16 destinations
 Inc. NEET
- ParentalCorrespondence