



# Careers at Southmoor Academy



## Careers Roles and Responsibilities 2023-2024

Careers and employability at Southmoor Academy is a collective responsibility. Here are the roles and detailed responsibilities linked to careers of each member of staff in school.

### Assistant Headteacher – Student Progression (Careers Leader): Mr S. Wareham

- Strategic leadership of Careers.
- Prepare and implement the Academy Careers strategy and the Careers programme including schemes of work for careers education
- Responsible for the monitoring of careers in Personal Development time and the development of a programme of high-quality Careers Education to develop students' resilience, self-esteem and aspiration.
- Develop and monitor all areas of Careers, including: 'Careers Education', 'Careers Information', 'Careers Advice' and 'Careers Guidance'
- Develop external links, e.g. employer engagement programme, apprenticeship providers, colleges and universities
- Ensure that the provision meets the quality of a dedicated CEIAG award
- Utilise destination measures data and LMI information to inform future planning
- Consult with young people, parents, staff, employers and training providers on Careers provision.
- Ensure students develop their employability skills and encourage young people to take ownership of their career plans.
- Promote careers across the curriculum. Lead in house training and CPD for staff. Liaise with Heads of House to implement intervention strategies for potential NEET students
- Report to and Advise SLT and Governors on policy, strategy and resources for Careers
- Line manager for the Trust Careers Advisor.

**Together for Children Link Advisor: Tanya Smallwood**  
**Local Academy Council representative & Enterprise Advisor:**  
**Karen Routledge**

### Trust Director of Progression: Mrs J. Robinson

- Conducting Careers Guidance interviews for all students
- Work experience management for Year 10 and 12
- Development of external links with employers, apprenticeship providers, college and universities
- Developing and establishing the Academy's annual careers fair
- Liaising with parents and staff to give Careers advice.
- Responsible for identifying students who are considering applying for apprenticeships at post 16 and post 18
- Development of a programme to support students who are applying for apprenticeships
- Organising annual Parents Workshop for students considering applying for apprenticeships

### Exams Officer and Progression Manager: Mrs J. Gooch

- Providing administrative support as part of the Careers & Progression Team
- Liaising with employers, supporting external and internal Careers Events
- Conducting Health and Safety checks for work experience placements
- Maintaining the careers database and Compass+ tools
- Liaising with students and parents in tracking intended and final destinations

### Assistant Headteacher – Admissions & Engagement: Mrs L. Mellefont

- Promote good work skills across the Academy, especially attendance punctuality and 'behaviours for the workplace'.
- Promote post 16 pathways and support the Careers programmes.
- Monitoring the effectiveness of the Personal Development programme

### Headteacher & Trust CEO: Mrs J. Maw

- Line manager for the Assistant Headteacher – Student Progression (Careers Leader)
- Reporting on CEIAG developments to the Trustees

### Raising Aspirations and OxNet Coordinator: Mrs C. Porter

- Raising the aspirations of pupils to increase social mobility through promotion of further/higher education by mentoring/supporting and offering a range of internal and external experiences to broaden knowledge and horizons.
- Establish links across the Trust and with Russell Group Universities
- Delivery of the Aspirations and Insight programme in primary schools

### PD Curriculum Coordinator: Miss A. Glasper

- Leadership and organisation of Careers Education as part of the Personal Development curriculum.

### Pastoral Progression Leader: Miss J. Rowe

- Leadership and organisation of Careers Education as part of the Pastoral Curriculum Programme delivered by Form Tutors.

### Sixth Form Pastoral Leaders

- Organisation and management of Careers Education as part of Personal Development programme for Years 12/13
- Monitoring Sixth Form access to Careers Education activities and events
- Liaising with Careers Advisor regarding students who need further progression support

### Year Leaders

- Support the CEIAG programmes and activities
- Liaising with Careers Adviser to support attendance at Work Placements
- Identifying possible future NEET students and ensuring they are supported

### Form tutors

- Help prepare students for the world of work.
- Provide careers advice and respond to questions
- Signpost to sources of advice

### Personal Development teachers

- Deliver the careers education programme within the overall personal development curriculum

### Attendance officers

- Monitor/promote attendance and punctuality and link to world of work

**All teaching staff (including Careers Champions):** • Encourage students to think positively about their career prospects • Link subject areas to different work opportunities, jobs and careers (during curriculum time and Careers Focus Days) • Help develop students employability skills within lessons • Promote progression routes within the subject areas. • Help prepare students for the world of work. • Develop external links whenever possible.