

Roles and Responsibilities

Careers Advice & Guidance Leader / Careers Adviser

- Strategic planning and lead for careers education, advice & guidance across CCHS
- Provide 1:1 personalised advice & guidance
- Provide 1:1 transition support on to all post 16 pathways including but not limited to FE, HE and apprenticeships
- Analysis and tracking of destination data
- Review and evaluate careers service
- Promote employability skills across the curriculum
- Co ordinate work experience placements / work related learning
- Facilitate encounters with employers, education and training providers
- Establish, maintain and develop relationships with employers, college, training, internships providers and local authority careers network

Secondary Teachers

- Use the plan to identify when best to use a resource
- Teachers are encouraged to work in real life scenarios to expand a student's familiarity with different jobs e.g. a maths question about a quantity surveyor or a drama scenario using a front of house hospitality manager
- Identify and report when a referral to the careers adviser is required
- Share careers information and transition planning when appropriate
- Request encounters with employers, education and training providers where possible that link to curriculum

SENDCo

- Responsible for community student EHCP annual review, ensuring the students education and career aspirations are listened to and represented clearly
- Works collaboratively with the student, family and careers lead to ensure formal consultation with local authority is made in good time for those moving on from CCHS

Mentors and support staff

- To be alert for those at risk of NEET or who are NEET and report to careers lead
- Explore thoughts with community students around transition from CCHS in to a new setting