

Staff responsible for careers at Stuart Bathurst Catholic High School

Stuart Bathurst Catholic High School employs the following careers and enterprise staff

- Mr Terry Walsh – Assistant Headteacher and Careers Lead

Supported by

- Careers Governor –:
- Senior Leadership Team
- SENCO
- Head of Departments / Subject Leaders
- Head of Year
- Form Tutors
- Pastoral welfare officers

Careers Leader job role

- To Develop a strategic direction for careers Education
- Annual review and update of the Careers Education and work Experience policy
- To raise careers aspirations of pupils in all year group through work related learning opportunities, such as career taster days, local university visits, career mapping and advice.
- Record and monitor the destinations of Year 11 and Post 16 students and report the data to SLT and the governing Body
- Produce a programme for careers Education from year 7 through to year 13
- Keep student population aware through regular assemblies of changes regarding routes to employment and careers.
- Ensure the provision of Impartial CIAG to all students
- Set up a system of Careers' interviews for relevant students
- To develop, deliver and maintain a PSHCE Scheme for careers/ skills mapping (e.g. CV Writing, interview tasters)
- To develop and maintain an online career portfolio with a focus on skills and experiences as well as achievements (e.g. life skills)
- To work with local employers to ensure that work experience placements are linked to career aspirations and provide high quality work placements
- To develop apprenticeship routes post-16
- To develop staff skills so they are equipped to deliver CV writing skills/interview techniques
- To develop further opportunities outside of the standard curriculum. Saturday jobs, volunteer work, etc.
- To provide careers advice ahead of option choices
- To encourage parental engagement to develop opportunities for applied learning and raise aspirations
- Attendance at all Parent's evenings and other events
- Act as a link between the academy and employers, in order that students can be mentored, coached and inspired.
- Source a range of appropriate Careers Events, Apprenticeships Events and University Open Days and support students on the visit

- Work With 6th form students to produce effective UCAS applications
- Keep up-to-date with local, regional and national Post 16 developments
- Attendance at A level and GCSE results days to support students with next steps
- Assist the Head of sixth form in developing strategies to ensure Post 16 retention
- Represent the academy at Careers Conventions, Business Network meetings and other similar events
- Assist with post 16 recruitment and results day interviews
- To provide careers advice ahead of Option choices
- Overseeing pupil welfare and academic progress in liaison within sixth form leadership team.

Senior Leadership Team

The School'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. 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. 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. Teachers deliver plenary careers programme/ education.

Head of Year and form tutors

Working 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 Careers leader for interventions to be planned and ensure they are familiar with the Academy career plan and its objectives

Pastoral welfare officers

Ensure they are familiar with the Schools career plan and its objectives. Support with post 18 options and refer to career's 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/ Learning support staff

Provide support to SEN students liaising with Careers Lead to help develop students' individual careers action plans. They will also review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans. Ensure the careers leader understands the School's statutory responsibility to students with SEN and liaise with career leader about individual career action plans as part of the Education Health and Care plan reviews.