



Careers Education, Information, Advice and Guidance

Information for Staff

The primary role of the careers team is to ensure students are given good support to plan their careers, make informed choices, develop their opportunities in further and higher education and develop their employability skills. We work with students throughout their time at the school and ask that you encourage students to seek help from us when they need support.

Form Tutors will often be the first port of call for students with questions about work experience, references, post-16 and employment. We are pleased to work with you to support members of your tutor group.

Teaching and support staff must aim to link curriculum learning to careers and provide an appropriate combination of Careers Education, Information, Advice and Guidance (CEIAG) activities which are appropriate to their students' needs. There should be a clear focus on development of enterprise and employability skills as well as experience and qualifications, including opportunities for developing entrepreneurial skills for self-employment.

How we can help

- We provide resources, and can organise visitors to support with CV writing, speculative letter writing, job application forms and interview techniques in Enrichment, appropriate points during curriculum subjects and assemblies or tutor time.
- We can support students to develop their employability skills and find suitable work experience placements in Yr10.
- We have relationships with employers and alumni who would be happy to work with you to contribute to the delivery of learning in the classroom.
- We provide individual students careers interviews and would encourage you to refer members of your form group who are in need of careers support at any point during their school career.
- We aim to see all students in Year 10 and 11 for an individual careers appointment carried out by a qualified Careers Adviser. Referrals are welcome when you encounter students you have concerns about.
- The Careers message gets across best with regular activities throughout the year tailored to specific cohorts of students.
- If you have a specific request or require further information, please contact the Careers Lead in your school or the Careers Programme Manager.
- A programme of CPD workshops to develop CEIAG knowledge and awareness.

How you can help

- If there is some information you would like or something you would like us to do for your students, please do speak to us.
- Encourage students to start thinking early on about their options and routes into possible jobs and careers.
- Encourage students to be aware of how they can develop their employability skills during their time at school. Work Experience in Year 10 is very important, as is attending the enterprise events, employer talks, careers fair and mock interview activities.
- Encourage students to make use of the resources on the SET Careers Library and make use of the information, advice and guidance available from the Careers team while they are at school. It is important that students think about their options long before they leave school.

We are always pleased to hear your feedback on the careers activities that you have taken part in, resources you have used or those that a member of your tutor group has provided feedback on, and to receive any general feedback on our Careers programme.

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