

Roles and Responsibilities for CEIAG at Braidwood School

Role of the Senior Leadership Team:

The Head Teacher sets out a strategy for careers education and guidance which meets the school's legal requirements, it should be developed in line with the Gatsby Benchmarks and informed by the requirements set out in Careers Guidance and access for education providers Statutory guidance for governing boards, school leaders and school staff.

Role of the Careers Leader:

Leading the team of teachers, administrators, external partners and others who deliver career guidance.

Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.

Reporting to senior leaders and governors.

Reviewing and evaluating career guidance and providing information for school development planning, Ofsted and other purposes.

Preparing and implementing a career guidance development plan and ensuring that details of the careers programme are published on the school's website.

Understanding the implications of a changing education landscape for career guidance, e.g. technical education reform. Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to pupils in schools, including the publication of the policy statement of provider access on their website

Monitoring the delivery of career guidance across the eight Gatsby Benchmarks, using the Compass + evaluation tool

Supporting tutors and class teachers in providing initial information and advice

Communicating with students and their parents with careers related topics.

Engaging with employers to lead to meaningful work experience and encounters in the workplace.

Allocation of an annual budget for appropriate services and resources – linked budgets may include Work Related Learning etc

Allocation of appropriate time for named careers leaders to undertake the role

Role of the Governing Board:

The Governing Board have a key role in ensuring schools not only meet their legal requirements, but also that school is equipping their pupils with the tools and knowledge to make informed choices about their futures. They can do this by

offering strategic support to school leaders and by holding the head teacher to account for the quality of provision of careers education, information advice and guidance.

The Governing Board should provide clear advice and guidance to the head teacher on which he/she can base a strategy for careers education and guidance which meets the school's legal requirements, is developed in line with the Gatsby Benchmarks and informed by the statutory guidance.

The Governing Board has appointed a Link Governor for Careers to gain knowledge and understanding of the Careers programme and they report back regularly to the full Governing Board which would also include appropriate training.

The Governing Board ensures that the school complies with its statutory responsibilities:

1. The appointment of a Careers Leader.
2. Compliance with the Baker Clause.
3. The publishing of policy statements on the school's website.
4. Commitment to the delivery of independent and impartial guidance.

Role of Teaching and Support Staff:

All staff should ensure they are aware and comply with the CEIAG/Futures Careers Education programme and its objectives

Be aware and comply with the School Access Policy

Have an understanding of the Gatsby Benchmarks/CDI framework and how they are implemented and can be implemented in their relevant classes and subjects

Support the development of students' knowledge and application of Skills

Develop links to external support within their curriculum areas

Signpost/Feedback specific students' needs for further careers advice

Signpost students to appropriate advice and information e.g. JED

Encourage students to think positively about their Future Careers plans

Engage with Futures Careers CPD provided

Promote Labour Market Information where relevant in their subjects

Give advice as to future courses that may support a student reach their intended goal or vocational aspiration

To maintain and run an effective Careers Programme Braidwood School has an identified Careers / CEIAG team