



# Careers and Enterprise

## Key Staff

The Careers Leader has leadership and management of the Careers and Enterprise Programme and is supported by senior members of staff on raising participation and ensuring all students have an elevated level of careers education throughout their time at NKS.

The school provides Independent Careers Advice from a Level 6 qualified Careers Adviser, and all students will have at least one meeting with the Careers Adviser before the end of year 11. The role of the Careers Adviser is to provide impartial information, advice and guidance for all students and support the application process and planning of options at GCSE, post-16, and post 18.

The school works closely with external providers such as The University of Portsmouth, The University of Kent, Ashford College, Canterbury College, and alternative training providers as required to ensure students transition is smooth and that they have a good knowledge of the courses and training that each establishment provides. All members of staff are expected to contribute to the careers program through their roles as tutors and subject leaders.

### **Roles and Responsibilities at NKS**

Careers and Enterprise at The Norton Knatchbull School is collaborative with everyone having responsibility.

Students, staff, parents / guardians, governors, external partners (including employers, further education, higher education, and training providers), alumni, the local authority and the local community have a collective responsibility to promote and deliver effective careers and enterprise education.



## **Heather Vernon - Careers Lead –**

### **Registered Careers Development professional, Fully Qualified to Level 6 in Careers Education and Guidance, Careers Leadership and Management Certificate at Level 6**

- Strategic leadership of careers across the school
- Prepare and implement a careers strategy
- Development of personal career action plans
- Provision of a planned and progressive careers programme
- Devise schemes of work for careers education delivered through Personal development lessons, focus days and events
- Monitor careers provision and student engagement through the careers programme
- Liaise with tutors, Head of Years, SEN to identify and support students with targeted careers guidance
- Analysis of destination data
- Establish, maintain, and develop relationships with employers, FE, HE (Higher Education), training and apprenticeship providers
- Promote careers across the curriculum; liaise with Personal Development lead and HODs to plan careers and enterprise
- Lead careers CPD for staff
- Brief and support staff involved with delivery of careers programme
- Maintain own CPD
- Review, monitor and evaluate careers annually and as required
- Co-ordinate work experience to include Years 10, 11 and 12
- Facilitate encounters with employers, education, and training providers
- Maintain an external partnership database
- Maintain an alumni database



## **Cheryl Causebrook – Construction Consultant**

### **Enterprise Advisor – working in partnership with NKS**

- Support with strategic planning of the careers provision
- Help to promote careers activities at NKS
- Provide external support from employers

## **Careers and Enterprise Link Governor**

- Monitor provision of careers across the school
- Termly reviews of the careers provision to be held with the Careers Lead
- Strategic planning advice and support for developing the careers provision at NKS
- Actively promote the careers strategy and programme with the governors



## **Sam Messenger Assistant Headteacher - Head of Sixth Form**

### **Senior Leader**

- Strategic support and challenge of the Careers Leader decisions in partnership with the Headteacher Mr. B Greene
- Line management of Career Leader

## **All Teaching Staff**

- Ensure they are familiar with the school's career strategy and its objectives
- Link curriculum to careers



- Support the development of employability skills
- Promote progression routes through the curriculum and further study
- Feedback specific student needs to the careers lead
- Forward students to the careers lead for advice and guidance

## **Student Support Managers/Pastoral Managers**

- Ensure they are familiar with the school's careers strategy and its purpose for each year group they are associated with
- Work with the careers leader to provide additional support to targeted groups and individuals
- Encourage students to think positively about their career pathways and what they can do to enhance success
- Feedback specific student needs to the careers lead
- Support students with career actions plans set by the careers advisor/Careers Lead
- Engage with schools' careers CPD - Unifrog and Morrisby
- Provide feedback on the careers programme

## **Parents/Guardians**

- Engage with and participate in the careers programme where appropriate for your child
- Encourage their child to engage with the careers programme
- Provide feedback to the careers lead on the programme

## **Students**

- Engage with and participate in the careers programme
- Track and record their own career learning through both the Unifrog and Morrisby platforms
- Provide feedback on the careers programme