

Information for Staff

The primary role of the Careers Lead at Ormiston Endeavour Academy is to support students to plan their careers, make informed choices and develop their opportunities in further and higher education and develop their employability skills and opportunities with apprenticeships. The careers lead works with students throughout their time at the Academy and asks that you encourage students to seek help from Mrs Fosker when they need support.

Form Tutors will often be the first port of call for students with questions about work experience, references, post-16 options and employment. The careers lead is 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 the Careers Lead can help

- Able to provide group sessions or one-to-one support with CV writing, speculative letter writing, job application forms and interview techniques.
- Support students in Year 10 and Year 11 to develop their employability skills and find suitable work experience placements.
- Have relationships with employers and alumni who would be happy to work with you to contribute to the delivery of learning in the classroom.
- Provide individual students careers interviews and would encourage you to refer members of your form group who are in need of careers support.
- Aim to see all students in Year 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 Mrs Fosker the Careers Lead at Ormiston Endeavour Academy.

How you can help

If there is some information you would like or something you would like Mrs Fosker to do for your students in your form or class, please ask.

Encourage students to start thinking early about their options and Post 16 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 and attending Post 16 event is very important, as is attending the enterprise events, employer talks and participating in Careers day which includes mock interviews.

Encourage students to make use of the resources in the Careers area and make use of the information, advice and guidance available from the Careers lead while they are at school. It is important that students think about their options long before they leave school.

It is always great to hear your feedback on any activities that you have taken part in, or those that a member of your tutor group has provided feedback on, and to also receive any general feedback on our Careers programme at Ormiston Endeavour Academy. Please forward your feedback to the Academy's Careers Leader, Vicky Fosker.