

## **Information for Staff**

The Careers team role at St Alban's is to support pupils 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. We work with pupils throughout their time at the school and ask that you encourage pupils to seek help from us when they need support.

Form Tutors will often be the first port of call for pupils with questions about post-16 and post-18 options. We are happy to work with you to support your tutees.

It should be the aim of teaching staff 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 pupils' 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 are able to offer support with CV writing, speculative letter writing, job application forms and interview techniques.
- We can support students in Year 12 with contacts for work experience placements.
- We have developed strong relationships with employers and alumni who would be happy to work with you to contribute to the delivery of learning in your classroom.
- We offer individual pupil careers interviews in Year 11 and 13 carried out by a qualified Careers Adviser, but if you feel a younger student would benefit from an interview please let us know and we can arrange this.
- If you have a specific request or require further information, please contact a member of the Careers team – if you are looking for an employer to come into your lesson – we may be able to help.

### **How you can help**

- If there is some information you would like or something you would like us to do for your pupils, please do speak to us.
- Encourage students to start thinking early on about their options and routes into possible jobs and careers. Some students may need to make early applications in Year 13 for Oxbridge courses, so preparation before this point is very helpful to them.
- Encourage students to be aware of how they can develop their employability skills during their time at school.
- Encourage your students to attend the Advice & A Slice Wednesday lunchtime sessions.
- Encourage pupils to make use of the careers resources and make use of the information, advice and guidance available from the Careers team while they are at school. It is important that our students start to think about their options!

We are always pleased to hear your feedback on the careers activities that you have taken part in, or those that your students have been involved in. We are also happy to receive any feedback on our careers programme at St Alban's.

## **ADVICE & A SLICE EMPLOYER NETWORK PROGRAMME**

(Wednesday lunchtime)

As part of our commitment to providing our students with opportunities to raise aspirations, develop employability skills and make informed choices about their futures, we hold a Wednesday Advice & A Slice Network Programme.

We have invited a wide range of employers, training providers, motivational speakers and ambassadors to come into school and network with our students.

Please encourage them to come along!

***St Alban's Catholic High School is not responsible for the content of external links.***