

Information Advice and Guidance Officer

In my role as IAG Officer I provide impartial careers information advice and guidance to help students at the Academy make realistic choices about their education, training and work options.

I mainly work with students in Years 8-13 in collaboration with Heads of House , Director of Advanced Learning , Head of PSHE and other staff to support students needs.

In response to recent statutory guidance for careers guidance and inspiration in schools (April 2014) and for colleges and Sixth Form (August 2014) 'to **expand advice and guidance for young people so that they are inspired to fulfil their true potential**'

Planned and Projected Activities:

Years 11, 12 & 13

- One to one guidance interviews. Students can be referred by staff or students can book an appointment. (on going)
- Special Information assemblies for Year 11- led by external providers(colleges)- (autumn term)
- Small groups - **Year 11 -Options Talks**- including students to complete intended destination forms. (October)
- Arranging "Career Talks" –employers led lunch time drop in sessions after half term.
- Providing up to date careers information in the library- (ongoing)
- Launch New Kudos programme to explore possible careers direction for students still unsure .(on going)
- Published list of useful websites for future research
- Help identify work experience for both year 12 and 13 students
- Arrange afternoon speakers for Year 12& 13 students -In response to career interests
- Ongoing Options at 18 Talks – summer term

Year 8, 9, 10

- Liaise with Assistant Principal – Curriculum for Learning to promote to all Year 8 students –Subject Options and choice implications for future plans . (November)
- Introduce post-14 college opportunities to interested Year 9 students. (Spring term)
- Working with Year 9 /10 Raising Achievement Co-ordinators to identify students to attend various careers events, taster days and workshops throughout the school year.
- Projected **Futures Event** for Year 10 students – summer 2015 with the aim to inspire students about exciting careers opportunities and to explore different routes into areas of interest.

Information Advice and Guidance Officer

The list above is t by no means exhaustive and I will endeavour to find appropriate activities, which will continue to fulfil the Academy commitment to inspiring excellence in our students.