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**Careers Facilitator Network**

**A guide to your role**

**1. PURPOSE OF THE “CAREERS FACILITATOR”** **ROLE**

A funded careers facilitator post has been offered to secondary schools, special schools and colleges that fall within the Norwich Opportunity Area to support the work of the school Careers Lead to enable:

* NOA schools and colleges to make an early lead on demonstrating what outstanding careers and enterprise provision looks like, with a focus on disadvantaged pupils
* A strong local network to be established
* Strengthening of local Careers Hub capacity

**2. RESPONSIBILITIES**

**Job Description**

**The Careers Facilitator will:**

* Attend monthly workshops provided by NOA
* Work between workshops to enable the school/college to meet the 8 Gatsby benchmarks
* Support your Career Lead to audit existing activity using CEC tools such as Tracker and Compass, ensuring careers activity is balanced across all children, subject areas and the Gatsby benchmarks
* Use evidence of “what works” to inform an effective strategy to meet 8 Gatsby benchmarks and CEC and NOA “encounters” targets
* Provide administrative and practical support to the Careers Lead to deliver this strategy
* Make the most of local support and providers
* Keep abreast of developments and local skills needs in the [LEP key sectors](https://newanglia.co.uk/our_sectors/)
* Work with other Careers Facilitators in NOA as a local network to plan, deliver and share good practice and resources; and to develop a calendar of shared career related activities
* Work with local feeder primary schools to support their careers education
* Help to develop and support a robust data collection, reporting, evaluation and planning cycle and systems, enabling the school to evaluate which encounters have most impact, particularly for disadvantaged children
* Attend termly meetings with the Chamber of Commerce, and ensure that membership opportunities are fully exploited

**Your School/College has committed to:**

* Use the funding to free up time for the appointed member of staff to carry out the roles outlined above, which should be **a minimum of three hours per week**
* Enable staff to attend the monthly workshop
* Ensure that the careers facilitator is supported to work with their Careers Lead and, where appointed, the “Assistant Principal: NOA School Lead”
* Ensure that NOA receives full and timely reports as outlined in 3 below

**Norwich Opportunity Area has appointed Form the Future to:**

* Provide a series of 10 monthly workshops in Year 1 (2018-19)
* Provide two days per year of consultancy support in both 2018/19 and 2019/20 with a focus on developing monitoring, reporting and evaluation systems with data leads and senior staff
* In Year 2 provide funding for NOA schools in the network to deliver 3 collaborative careers events for Norwich city young people that schools can repeat in subsequent years

**Norwich Opportunity Area has appointed the Chamber of Commerce to** offer the following bespoke benefits to NOA schools and colleges in the Careers Facilitator Network, in addition to the ‘[standard benefits’](https://www.norfolkchamber.co.uk/benefits-being-member) of being a Chamber member:

* 1 x Complimentary Ticket to attend a standard Chamber Networking event for your school
* 2 x Complimentary Tickets to attend a large scale event i.e. Talking Tech, MPs event for your school
* 3 x Meetings (one per term) to be held at the Chamber offices with all NOA participant schools - to ensure that each school is maximising their membership and to ensure that the Chamber has a clear understanding of each school’s needs  (September, January and April).
* 1 x delivery of a joint multi-school ‘How to Network’ training session – date to be confirmed with all schools
* Discounted rates for large scale events, where a school wishes to take several students with an appropriate accompanying adult – apply on demand
* Opportunities for senior students to support Norfolk Chamber in delivering our large scale events (apply on demand) i.e. B2B, Talking Tech etc

**In addition, Norwich Opportunity Area has committed to:**

* Promote and showcase the good practice of your school around their careers programme locally and nationally
* Release funding for the post at the start of each academic year 2018/19 and 2019/20, subject to reporting as outlined in 3. below.

**3. REPORTING**

**If your school/college has an “Assistant Principal: NOA School Lead”, the work of the Careers Facilitator should be included in their report towards the end of each term. If your school/college does not have this report the Careers Facilitator should submit the report themselves, outlining the following:**

* Engagement with Enterprise Adviser Network, Chamber of Commerce, local businesses and providers
* Progress in school towards the 8 Gatsby Benchmarks and target “Encounters”
* Evidence of early impact
* Collaborative work with other NOA schools and the Careers Hub (where applicable)
* Challenges to implementation and impact
* Recommendations made to SLT
* Recommendations to NOA