

Portsmouth Education Partnership (PEP)

Careers Network

Terms of Reference

1. Introduction

The group will support the implementation of the Portsmouth Education Strategy 2020-2023, contributing to the vision and overall themes of the strategy.

Our vision as outlined in the Portsmouth Education Strategy is that through working together we can ensure that: *All children and young people make good progress through education which sets high expectations for them, is infused with restorative high support and high challenge and which is supported through leading edge use of digital technology, empowering them to drive their own learning anywhere.*

A central theme of the PEP strategy is inclusion - *creating an educational environment that is welcoming to all children and young people and not giving up on any child whatever their circumstances.*

The strategy will also have running through it a commitment to engage with schools and partners to develop and share anti-racism training and resources in response to Black Lives Matter.

2. Key purpose

The key purpose of the Group is to provide a multi-agency forum which works collaboratively across the Portsmouth travel to learn area to support the development of careers education, information, advice and guidance in schools and colleges.

3. Key responsibilities

The key responsibilities of the Group are to:

- a) **Support the implementation of the Portsmouth Skills and Employability Strategy** by developing the provision of careers education, information, advice and guidance (CEIAG) in schools and further education and ensuring schools have up to date information and relevant information about the post-16 curriculum offer, labour market information and the pathways to employment and higher education.
- b) **Support schools and colleges to meet the requirements of the Careers Strategy** working with the Solent Careers Hub to ensure all schools and colleges meet the requirements of the Careers Strategy and Gatsby Benchmarks.

- c) **Develop and the implement the Portsmouth Careers Calendar** that includes a range of key events to support careers education, information, advice and guidance for years 7 - 13.
- d) **Share good practice** and seek ways to work collaboratively on a range of CEIAG activities and support schools and colleges to access funding opportunities.

4. Membership

The membership of the Group is as follows:

Chair:	Amanda Percy Post-16 Commissioning Manager, PCC
Careers Guidance Team Leader	Julie Laws
Careers & Progression Adviser, PCC	Lauren Bumstead
Careers & Progression Adviser, PCC	Suzanne Crascall
Careers & Progression Adviser, PCC	Jo Florio
Careers & Progression Adviser, PCC	Mandy Haddigan
Careers & Progression Adviser, PCC	Bernadette Hynes
Careers & Progression Adviser, PCC	Kath Constable
Careers & Progression Adviser, PCC	Emily McDonald
Careers & Progression Adviser, PCC	Rudo Nkonde-Mvula
Careers & Progression Adviser, PCC	Dorleen Shim
Careers & Progression Adviser, PCC	Ann-Marie O'Brien
Head of Virtual School, PCC	Tina Henley
Apprenticeship Officer, PCC	Kate Brady
PEP & School Inclusion Manager, PCC	Sarah Christopher
Information Analyst, PCC	Laura Meloni
Education Link Worker, YOT, PCC	Sarah Reed
Careers Lead, Mayfield School	Becky Denford/Rachael Colmer
Careers Lead, The Harbour School	Kate Bance
Careers Lead, Castle View Academy	James Webb
Careers Lead, Trafalgar School	Kim Jeffery-Davis
Careers Lead, Priory School	Kat Millmore-Davies
Careers Lead, UTC Portsmouth	Kyle Arthur
Careers Lead, Springfield School	John Lomas
Careers Lead, St Edmunds School	Louise Halford
Careers Lead, Miltoncross Academy	Lou Panou-King
Careers Lead, Portsmouth Academy	Mahbuba Rahman
Careers Lead, Charter Academy	Ollie Riches
Careers Lead, St Edmunds School	Stuart Wilkinson
Careers Lead, ALNS	Vanessa Etherington
Head, Redwood Park Academy	Luci Johnson
Havant & South Downs College	Kate Creswick
Portsmouth College	Tiffany Hudsmith
Highbury College	Abi MacPherson

Career & School Liaison, Highbury College	Xhana Barlow
SUN Progression Mentor, Portsmouth College	Vicky Guy
Head of NCS, Pompey in the Community	Katie Aris
Aspire Learning	Alison Sumpter
HTP Training	Simon Attrill
Career Development Manager, EBP South	Eleanor Cameron
Snr Enterprise & Skills Exec (SEND), Solent LEP	Sara Denham
Senior Enterprise & Skills Executive, Solent LEP	Nicki Craven
Education Development Trust	Wendy Phillips
Student Recruitment Mgr, Portsmouth University	Lesley-Anne Neville
SUN Project Leader, Portsmouth University	Helena Kelsey
SUN Project Manager, University of Southampton	Sinead Holmes
DWP Support for Schools & Colleges	Jane Smith

The membership of the Group will be continually reviewed and monitored.

In the spirit of openness and transparency, any head teacher within the city is at liberty to request to attend meetings of this group/board in the capacity of an observer.

5. Chairing, frequency of meetings and administration

The Group will be chaired or vice-chaired by an officer from Portsmouth City Council.

The Group will meet at least termly.

Minutes of the meetings will be circulated to all members as soon as available and shared on the PEP website. The agenda and supporting papers will be sent out in advance of each meeting.

6. Accountability and governance arrangements

The Board will report and be accountable to the Post-16 Forum.