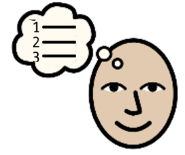


Camden STEAM Step-By-Step Guide - Employer Partnerships Process



Step 1 - Source Your Employer

- Decide on which employer partnership option you are going to choose (see slide 3 of presentation)
- Clarify the details of your project and partnership request:
 1. Short headline e.g. Engineer to speak about lighting
 2. Up to two further bullet points with further details
 3. Date of activity
 4. Location (in school or virtual) and closest tube/overground station
 5. Time commitment
 6. Year group
 7. Number of students
- Leave plenty of lead time (plan ahead)! Provide at least four week's notice
- Make contact with Lorraine Lawson (Camden Brokerage Manager) through the Camden STEAM website to request a STEAM Ambassador
- Consider if you have any other ways that you can source an employer partnership i.e. parents, staff, local school community

Step 2 - Make Initial Contact and First Meeting

- Once an employer partnership has been sourced send an email to make initial contact and arrange a first meeting (virtual or in-person)
- Establish beforehand what you want to get out of the meeting/key points to discuss i.e. overview of the project, learning focus and outcomes (links to National Curriculum - academic rigour), possible ways to collaborate, key dates etc
- Bear in mind that some companies/individuals have lots of experience of working through the STEAM Hub, but some will be new/inexperienced. Some of the employers won't have been in school since they attended themselves - be supportive and guide them through the teaching/learning side of the process
- Use the meeting to find out about the company and the STEAM Ambassador/s - their experience, role and ideas. Remember to draw on their industry expertise to enhance your project!
- Decide on next steps/follow-up tasks at the end of the meeting - how will you communicate? When will you next meet/talk? Have you allocated follow-up tasks? Do you need to set up a shared workspace (i.e. Google Drive)?

Step 3 - Collaborative Planning and Resourcing

- Following your first meeting with your STEAM Ambassador, begin to co-plan and co-resource with your employer - confirm dates for when the employer will come into school
- When you have established how your STEAM Ambassador is going to support with your project (i.e. co-teach, present to the class, lead a workshop, run group activities etc), share with them a detailed plan for the session/s (with clear learning links to the National Curriculum identified)
- Establish how your employer going to support with the project (i.e. create and share a presentation, bring in concrete resources, co-plan workshops/groups activities, create resources for the students to use, assess work at the end of the project using real-world industry criteria) and support them through the process

Step 4 - Project Delivery

- Arrange a call/virtual meeting prior to the first delivery day to confirm the timings, plan for the session/s, resources needed etc.
- Ensure that your STEAM Ambassador has all of the information they need for the day i.e. address, contact telephone number/s, travel info (closest station). Do they need parking? Lunch?
- Try to arrange for them to arrive at a time when you are available to meet them, talk through the session and answer any questions they might have
- Make sure you take photos and videos of the work that they do with the students!
- Post about the collaboration with your employer on the school website, Twitter (remember to @ the company)

Step 5 - Conclusion and Evaluation

- Arrange a follow-up call/virtual meeting to talk through the project - reflect on what worked well, anything you could both change for future collaborations
- Send feedback to Lorraine at Camden about your partnership
- Share outcomes of the project with your employer partner (i.e. work, photos, videos, quotes from the children). Ensure that you have parent/carer permission to share photos/videos
- Remember to send a thank you to the STEAM Ambassador (including from the children)