



## **Title of Policy: Careers**

### **Subtext (if applicable):**

Member of leadership team with lead responsibility for oversight and update of policy	BOU
Approved at SLT	November 2015
Approved at Governing Body	December 2015
Policy review cycle	Annual
Policy review date	December 2016

## **Careers Education and Guidance**

Polesworth School is committed to providing all its pupils with a varied programme of Careers education and Guidance activities to equip and enable them to make informed decisions and choices at key transition points both during school and Post 16.

It focusses to help pupils develop, identify and add to their employability skills throughout their school life. It also contributes to the school's vision and values in raising aspirations, helping students nurture and identify individual talents whilst also enabling pupils to acquire social skills to develop confidence and build relationships. It promotes equality of opportunity and challenges stereo types. It seeks to help pupils understand and be prepared for the ever changing and challenging work and career environment.

It provides the support and impartial guidance to help all students make informed decisions at different times in their school life about choosing option subjects, gaining work experience or deciding on post 16 and 18 destinations and aims for no Year 11 student to leave Polesworth school not engaged in education, employment or training.

### **Statutory obligations for Careers work in School**

From September 2012 the Education Act 2011 placed schools under a duty to secure access to independent and impartial Careers guidance for their pupils in years 9 to 11. The *Careers Guidance in Schools Regulations 2013* extended the age range to include pupils in year 8 and in years 12 and 13 from September 2013.

These changes supported information and advice from an earlier age, enabling better informed decisions at ages 13 and 14 and assisted with the raising of the participation age, requiring young people to participate in education or training up until the end of the academic year in which they turn 18.

The Polesworth School is fully committed to providing impartial Careers Guidance and Education for all its pupils and employed a designated member of staff as a Careers Co-ordinator in September 2012 to meet the above statutory obligations.

Careers education is assessed within the new *Common Inspection Framework* that Ofsted are implementing from September 2015 with key descriptors focussing on the provision in school of high quality impartial Careers guidance. This guidance should: enable learners to develop clear ambitious and realistic plans for the future; support preparation for their next stage, whether it will be education, training, self-employment or employment; help pupils be informed about local and national skills.

## **Implementation of Careers Education and Guidance**

Careers education will be delivered throughout the academic year during designated days when the timetable is collapsed across all year groups and during the weekly mixed age tutorial programme focussing on the themes within the School of Character programme.

It will also take place during Parents' Consultation Evenings and on days when there are Careers conferences, fairs, workshops or when there are employers visiting school.

The Careers education programme will be organised by the Careers Co-ordinator for the School with support from Senior Management team and teaching staff, Employers, Colleges and Training providers. The programme of activities will be delivered by employers, Further and Higher Education representatives, training providers, training organisations, tutors, teaching staff and the Careers Co-ordinator. Resources and the teaching lessons are prepared and made available to staff well before the sessions are delivered on the designated weeks as part of the School of Character mixed age tutorials and for the three Enhanced learning days. The Careers Co-ordinator will meet with Heads of House and the School of character lead to check dates and materials for the taught sessions. Any issues or help required for staff delivering any sessions the Careers Co-ordinator can meet with them to go over the lesson or tutorial.

The Guidance will be delivered to all pupils by the Careers Co-ordinator with some targeted guidance support for students in Years 10 and 11.

The Careers Co-ordinator is a fully qualified and experienced Careers Adviser who holds a Level 6 Careers Guidance qualification and is a member of the Career Development Institute, the professional body for practising Careers professionals.

## **Entitlement to the Careers Guidance and Education**

All pupils are entitled to and will receive impartial and independent Careers education and guidance support during their education at The Polesworth School. The key features of these include:

### **Guidance**

- Access to impartial and independent individual advice and guidance from the school Careers Co-ordinator, open to all Years 7 to 13.
- All Year 7 pupil premium students have a one to one interview with the Careers co-ordinator.

- The Careers Co-ordinator attends year 10 and year 11 reviews and sees each student for a brief meeting.
- All year 11 pupils receive a one-to-one Careers interview and a typed summary of the meeting which focusses on their post 16 progression options. Parents and guardians are invited to attend these interviews.
- Targeted support for identified vulnerable pupils in Year 11 at risk of becoming NEET [Not in education employment or training] to discuss their post 16 options.
- All of Year 11 receive a Leaver pack just before they finish school with information on all their post 16 options, a CV template, Information on interviews and speculative letter.
- Targeted support for some Year 10 pupils who require help with finding a work experience placement.
- Students in Year 10, 11,12 and 13 can have a mock interview with the Careers Coordinator whether this is for a work experience placement, apprenticeship, sixth form, college or university place.
- One-to-one guidance interviews with Year 13 applying to University, supporting them with their application and help with writing their Personal Statement.
- All students in Year 13 not applying to University are offered a careers interview to discuss progression choices.
- The Careers Co-ordinator undertakes tracking of all of Year 11 and follows up each case, checking they have offers and providing destination data back to the Local Authority. He also contributes with tracking and destination data for the Year 13 cohort.
- The Careers Co-ordinator meets a duty to inform Prospects Careers Company of any students who prematurely drop out of Sixth form by completing a NEETS early alert form which is sent to Prospects to allow them to follow up the young person.

### **Careers education**

- There is an extensive programme of Careers Education which starts in year 7 and has topics and themes to support each year group as they develop throughout their school life these include: Employability skills and preparation for work; use of Careers software available; Options at Year 9; Enterprise activities; understanding links between subjects and careers; preparation for work experience; introducing Higher Education, progression options post-16 which includes Sixth form; Apprenticeships; Further Education; options at 18, including employment, apprenticeships and a 'gap year'; CV preparation and completing application forms;

preparation mini-workshops for popular degree subjects; the *Real Game* career and economic awareness simulation.

- Organising visits by Employers to the school organising visits to workshops, Careers related shows, Careers and Higher Education fairs and conferences for students to raise aspirations and their Careers knowledge and awareness.
- All of Year 9 have support with option choices for GCSEs
- All of Year 10 undertake two weeks work experience and Year 12 pupils are encouraged to organise work experience.
- All of Year 11 have a mock interview practice with an employer.
- All students have access to Careers software, information resources, prospectuses and useful web sites in the Careers department.
- All students have to access careers news, job/apprenticeship/course information or can ask the Careers Co-ordinator a careers related question/enquiry.
- All students have access to see the Careers Co-ordinator for appointments at any of the Parent Consultation Evenings.
- All students have use of a Careers interest and information software package *JED* [Jobs Explorer Database] and *First JED* to help pupils find out about Careers interests and job profiles.
- Use of *Higher Ideas* software package for Year 11 and sixth formers to help explore University courses and future careers.
- Use of *Uni-frog* Higher Education package for Years 12 and 13 to support university research.
- Use of Careersplanner for Sixth form and year 11

### **Work with Parents and Carers**

The Careers Co-ordinator attends all the school Parents evenings and appointments can be made with him. He can also be seen at the Year 9 options evening and the school Sixth form consultation evening. For all year 11 Careers interviews Parents or Carers are invited to attend. There is information on the school web site for Parents about the support in school offered by the Careers department. Parents are welcome to arrange appointments with the Careers Co-ordinator before, during or after the school day.

### **The Careers Plan**

The Careers Plan for 2016-2017 is attached as an appendix and outlines all the Careers education and guidance activities for the academic year.

### **Careers Budget**

The Careers Co-ordinator manages an annual Careers budget which is used to purchase Careers software and reference books for the students to use as well as contributing to travel costs on the visit to the HE fair and supporting admin costs, posters and photocopying in preparing Careers lessons and resources for students. There is also a small separate budget for Work experience to support the Health and safety visits undertaken by an Independent Careers Specialist for the Year 10 student.

### **Career Professional Development**

The Careers Co-ordinator attends a regular Careers network meeting with fellow Careers Advisers to discuss school work and all issues relating to delivering Careers Guidance and Careers education.

The Careers Co-ordinator will arrange to attend visits to employers, Further and Higher Education institutions, training providers and related Careers conferences and workshops to support LMI knowledge and keep up to date with Careers information. The Career Co-ordinator also undertakes short CPD training provided in school to support his role and professional development.

### **Quality**

The Careers Co-ordinator will undergo an observation of professional practice from an independent qualified Careers practitioner during each academic year. The Careers Co-ordinator completes a review of performance management with his Line Manager.

### **Evaluation and Review**

The Careers Co-ordinator meets fortnightly with his line-manager to discuss and review the Careers work in School. Three new Careers initiatives are implemented within the School Innovation Plan each year. The Careers Co-ordinator seeks evaluation from pupils of tutorials and organised Careers events and individual guidance interviews. The Careers Co-ordinator will meet with students and staff to gain their views, feedback and evaluation on the Careers programme in school. Feedback will be used to make any changes or revise any aspects of the Careers delivery in School. The Policy will be reviewed along with the Careers plan annually.

Chris Davis    Careers Co-ordinator