



Title of Policy: Careers

Subtext (if applicable):

Member of leadership team with lead responsibility for oversight and update of policy	MUN/C Davis
Approved at SLT	June 2018
Approved at Governing Body	June 2018
Policy review cycle	Annual
Policy review date	June 2019

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 and Year 13 students to leave Polesworth school not engaged in education, employment or training.

The School has undergone an assessment of its Careers Education and Guidance during 2017 and in December 2017 was awarded the "Quality in Careers standard" by Prospects which is a nationally recognised quality kitemark of Careers Education and Guidance provision.

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.

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.

In December 2017 the Government published their new "Careers Strategy" which sets out a long term plan to build a World class careers system that will help young people choose a career that is right for them. To achieve this aim the Careers strategy sets out that every school and academy should use the Gatsby Charitable Foundation's eight Benchmarks which define all the elements of an excellent careers programme. The Government followed the Careers strategy with the publication of "Careers Guidance and access for education and training providers" in January 2018 which outlines a timeline and recommendations how a School can implement the new Careers strategy. The strategy sets out that every School will

need a designated Careers Leader to deliver the careers programme across all eight Gatsby benchmarks.

The eight Gatsby benchmarks are as follows

- A stable Careers programme
- Learning from Career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with Employers and employees
- Experience of workplaces
- Encounters with Further and Higher Education
- Personal Guidance

Careers education will continue to be assessed within the *Common Inspection Framework* that Ofsted implemented 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 is 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 and workshops or when there are employers or educators visiting the school.

The Careers education programme is organised by the Careers Co-ordinator for the School with support from Senior Management team, Teaching staff, Employers, Colleges, Universities and Training providers. The programme of activities will be delivered by Employers, Further and Higher Education representatives, Training providers, 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 can help with any issues or assistance required for staff delivering any Careers education sessions.

The Personal Guidance will be delivered to all pupils by the Careers Co-ordinator with some targeted guidance support for students in Years 10 and 11 and 13 in line with the Gatsby benchmarks.

The Careers Co-ordinator is a fully qualified and experienced Careers Adviser who holds a Level 6 Careers Guidance.

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.
- 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, how to complete Application forms and a Speculative letter example.
- 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 practice interview with the Careers Coordinator whether this is for a Work experience placement, Part time job, Apprenticeship, Sixth form, College or University place.
- All Year 13 pupils will receive a one to one Careers interview focussing on their post 18 options University, Gap year, Apprenticeships or Employment in line with the Gatsby Benchmark on personal guidance.
- All of Year 13 will receive a leaver pack with information on all Post 18 options.
- Drop in sessions in Sixth form available to help students with Personal statements.
- The Careers Co-ordinator supports the tracking of all of Year 11 and follows up each case, checking they have offers and providing destination data back to Prospects

Careers Company who report 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 an early alert form which is sent to Prospects to allow them to follow up the young person.

Careers education

- The programme of Careers Education 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; awareness and use of Careers software available; Options at Year 8; 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; Information mini-workshops for popular degree subjects for Year 12s; The *Real Game* career and economic awareness simulation.
- Organising visits by Employers to the school so that every year group has at least one meaningful encounter with an employer.
- Organising visits to Workshops, Careers related shows such as the Big Bang, Careers and Higher Education fairs and Apprenticeship Conferences for students to raise aspirations and their Careers knowledge and awareness.
- All of Year 8 have support with option choices for GCSEs and pathways.
- All of Year 10 undertake one week of work experience and Year 12 pupils are supported to organise work experience.
- Targeted group of year 10s have motivational interviews with an Employer.
- All of year 11 will meet a Training provider of Apprenticeships and Further Education providers.
- All of Year 11 have a mock interview practice with an employer.
- All Year 12 will have encounters with University staff.
- Targeted group of Year 13s will visit an Apprenticeship Fair.
- 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 Careers library information software package *JED* [Jobs Explorer Database] and *First JED* to help pupils find out about Careers interests, labour market information 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* Careers Education package for Years 11, 12 and 13 to support university and apprenticeship research as well as labour market information through a Careers library.
- Delete 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 8 options evening, the school Sixth form consultation evening and a designated evening on information on Apprenticeships for Sixth form Parents and Guardians. 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 2017-2018 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 Adviser 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 as part of ongoing CPD.

Quality

The Careers Co-ordinator will arrange an observation of professional practice from an independent qualified Careers practitioner every other year. The Careers Co-ordinator completes a review of performance management annually with his Line Manager.

Evaluation and Review

The Careers Co-ordinator meets regularly with his line-manager to discuss and review the Careers work in School. 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 May 2018