



Careers Policy

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| Member of leadership team with lead responsibility for oversight and update of policy | QUI/DAV |
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Careers Education and Guidance rationale

Polesworth School is committed to providing all its pupils with a varied programme of Careers education and Guidance [CEG] 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 utilising the eight Gatsby benchmarks to underpin the careers education programme. It also contributes to the school's values in raising achievement across three key areas Academic- all pupils research their full academic potential, Personal-we nurture all students to develop their own talents and interests and Social-we foster excellent relationships with staff, students and our wider community and expect good behaviour, respect, and manners as the norm. CEG promotes equality of opportunity and challenges stereo types. It seeks to help pupils understand and be prepared for the ever changing and challenging world of 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 with raising careers and job awareness, help with choosing option subjects, gaining work experience, or deciding on post 16 and 18 pathways and aims for no Year 11 and Year 13 students to leave Polesworth school not engaged in education, employment, or training.

Statutory obligations for Careers work in School

The Department of Education has outlined in their document entitled "Careers Guidance and access for education and training providers" January 2023 that schools have a duty to ensure that pupils have access to a range of providers to inform them about technical education qualifications and that they must have a regard to it when carrying out independent careers' guidance for their pupils. The document also refers to the full range of careers activities that a school should be delivering under the guidelines of the 8 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 schools being able to demonstrate that they have met the requirements of section 42B of the education act 1997 and measuring the quality of Careers education and guidance against the 8 Gatsby benchmarks.

Implementation of Careers Education and Guidance

Careers education is delivered across all year groups 7 to 13 throughout the academic year through taught lessons in the PSHE programme, during tutorials, at set assemblies, on visits, during the curriculum and through virtual and face to face work experience.

It will also take place during Parents' Consultation Evenings and on days when there are Careers conferences, fairs, and workshops virtual or face to face or when there are employers, educators or training providers visiting the school.

The Careers education programme is organised by the Careers education Co-ordinator and Head of PSHE for the School with support from Senior Management team, Teaching staff, Employers, Colleges, Universities, Training providers, the school Enterprise Adviser, the and Warwickshire Careers hub as well the Employability and Skills team at Warwickshire County Council and the Careers and Enterprise Company.

The programme of activities will be delivered by Employers, Further and Higher Education representatives, Training providers, Head of PSHE and the Careers Education Co-ordinator.

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

The Careers Education Co-ordinator is a fully qualified and experienced Careers Adviser who holds a Level 6 Careers Guidance qualification and the Level 7 Careers leader award.

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:

Careers Guidance

- Access to impartial and independent individual advice and guidance from the school Careers Education Co-ordinator, open to all Years 7 to 13.
- All Year 7 pupil premium students have a one-to-one interview with the Careers Education co-ordinator.
- Guidance provided by the Careers Education Co-ordinator on request to pupils as part of their re-integration back into school following an exclusion.
- 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 can attend if requested.
- 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 as well as where they can access future Careers advice and support.
- 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 Education 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, a CV template as well as advice on how to market themselves and where to access Careers support.
- Year 13 students can access support to help with Personal statements.
- The Careers Education 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 Shaw Trust Careers Company who report to Warwickshire County Council as well as Staffordshire County Council. He also contributes with tracking and destination data for the Year 13 cohort with Mr Barber.
- The Careers Education Co-ordinator meets a duty to inform Shaw Trust Careers Company of any students in Year 11 who may be in danger of becoming NEET by completing an early NEET referral form.

Careers education

- The taught lessons of Careers Education is part of the PSHE programme and is delivered by the Head of PSHE in one hour lessons.
- It starts in year 7 with three lessons covering Exploring careers and workplaces, self-awareness, and career aspirations.
- In Year 8 there are 5 lessons covering Local Labour market, transferable skills, challenging stereotypes, Post 16 options planning for the future and setting aspirational goals.
- In Year 9 there are three lessons raising self-awareness, strengths, skills and values and the local labour market.
- In Year 10 three lessons How will education and jobs affect my finances, Post 16 choices and pathways and applying to college and sixth form.
- In Year 12 there are two lessons Career opportunities, work patterns and trends in the local Labour market and Employability skills, application process, interviews.
- In Year 12 there is a programme of fifteen Degree Information mini sessions on popular degree courses, an introduction to Oxbridge, the UCAS application and Personal statement, Higher and Degree apprenticeships and a Gap year during tutorials in the spring term.
- All of Year 12 to attend a UCAS Discovery Fair at Worcester university in March 2024.
- Organising encounters with Employers for students so that every year group has at least one or two meaningful encounters with an employer this is delivered in part by the Career shorts programme running during December 2023.
- Informing students of virtual or face to face Careers related shows such as What Careers live events, Careers conferences, taster days and Higher Education fairs and Apprenticeship Conferences.
- All of Year 9 have support with option choices for GCSEs and pathways.
- All of Year 10 undertake one week of work experience and Year 12 and 13 pupils are supported to organise work experience or virtual work experience.
- All of year 11 will meet a Training provider of Apprenticeships and Further Education providers as part of the Post 16 pathways carousel.
- All of Year 11 have a mock interview practice with an employer.
- Targeted group of Year 13s to attend the What Career and Apprenticeship event at the NEC in March.
- 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 Education Co-ordinator a careers related question/enquiry.
- All students have access to see the Careers Education Co-ordinator for appointments at any of the Parent Consultation Evenings.

- All students have use of a Careers interests' questionnaire and Careers library software package *JED* [Jobs Explorer Database] and *First JED* to help pupils find out about Careers interests, labour market information and job profiles.
- There will be a Careers fair in school in July 2024.

Work with Parents and Carers

The Careers Education Co-ordinator has appointment slots available at the school online Parents evenings for Years 9,10 and 11. He can also be seen at the Year 9 information evening, the school Sixth form open evening and a designated information evening on Apprenticeships and employment for Sixth form Parents and Guardians. For year 11 Careers interviews Parents or Carers can attend if requested. 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 Education Co-ordinator before, during or after the school day. Information on any Careers webinars, virtual work experience, Careers fairs is all posted on My child for parents and carers.

Careers Budget

The Careers Education 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 any Careers related fairs and supporting hospitality, admin costs, posters and photocopying in supporting any careers education activities. 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 students.

Career Professional Development

The Careers Education Co-ordinator attends a regular network meeting for North Warwickshire partnership chaired by the Warwickshire Skills and Careers hub [Lep] as well as a Careers leader group meeting run by Warwickshire County Council and the WAVE meeting chaired by the Coventry and Warwickshire NHS partnership.

The Careers Education Co-ordinator will arrange to attend virtual or face to face 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 of guidance

The Careers Education Co-ordinator will arrange an observation of professional guidance practice from an independent qualified Careers practitioner at least once each academic year.

Evaluation, Monitoring and Review

The Careers Education Co-ordinator will monitor and evaluate the compliance and delivery of the Gatsby benchmarks utilising the COMPASS auditing tool provided by the Careers and Enterprise Company completing it on a termly basis. The Careers Education Co-ordinator will also meet termly with the Operational hub lead Emma Carty from Warwickshire Skills and Careers hub to discuss careers work. Compliance of the Gatsby benchmarks can be measured as part of the COMPASS auditing tool.

He will meet regularly with his line-manager to discuss and review the Careers programme in School. The Careers Education Co-ordinator will undertake evaluation from pupils of careers modules and organised Careers events and individual guidance interviews. The Careers Education Co-ordinator will meet with students and staff to gain their views, feedback, and evaluation of 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 programme bi-annually.