



CAREERS POLICY

POLICY AIMS:

- We will raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance, pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.
- We will contribute to strategies for raising achievement especially by increasing motivation.
- We will support inclusion, challenge stereotyping and promote equality of opportunity.
- We will encourage participation in continued learning including higher education and further education.
- We will develop enterprise and employment skills
- We will reduce drop out from and course switching in education and training
- We will contribute to the economic prosperity of individuals and communities
- We will meet the needs of all our students through appropriate differentiation.
- We will focus students on their future aspirations
- We will involve parents and carers.

STUDENT ENTITLEMENT:

Information, Advice and Guidance (IAG) is fully supported as a statutory requirement for a programme of careers education in Years 7 to Year 11. In particular we intend our students to:

- Develop a broad understanding of the world of work and the ability to respond to changing opportunities.
- Develop independent research skills so that they can make good use of information and guidance.
- Develop and use their self knowledge when thinking about and making choices.
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
 - ✓ Year 7 – Introducing Careers and thinking about the vast number of careers/jobs
 - ✓ Year 8 – Linking our plans and dreams to reality.
 - ✓ Year 9 – Self Assessment – Career paths and Options Post 14.
 - ✓ Year 10 - Work Experience including preparation, implementation and evaluation.
 - ✓ Year 11 - Post 16 Options – Application process/interviews

We recognise that the process of making career decisions is a lengthy one and that most of our pupils will make their final choices only after completing their Further/Higher education courses.

COMMITMENTS:

The Headteacher, Staff, Governors are committed by;

- The provision of resources and advice to enable students to understand and develop career choices.
- Ensuring that careers education is seen as part of the overall curriculum and learning framework for all years.
- Encouraging pupils to achieve and to be ambitious
- Involving pupils, parents/carers in the further development of careers work
- Working to ensure that no pupil is disadvantaged in gaining access to education, training or work
- To achieving the Investors in Careers Award for School.

PROVISION:

Careers education includes both education and guidance. Careers Education helps our pupils develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work. Through guidance pupils are able to use their knowledge and skills to make informed decisions

about learning and work that are right for them. Progress in pupils' self development and understanding of careers is regularly monitored by Achievement Tutors.

Careers education forms an integral part of the curriculum and the three main areas of careers learning identified in the National Framework forms themes around careers work from Year 7 to Year 13.

- Self Management – understanding themselves and the influences on them
- Career Management – make and adjust plans, manage change and transition.
- Career Exploration – Investigate opportunities in learning and work.

We enrich our provision through:

- Careers Events for pupils and Parents/carers
- Enterprise Days
- Work Experience for all Y10 students for one week.
- Employer Visits/ Employers into school
- Assemblies around Decision making, Option Choices.
- Mock interview Days
- Visits to HE providers
- STEM days
- Visits to Skills Shows
- Provision of prospectus/application forms etc.

Careers Guidance takes place on a one to one basis and is one aspect of the school's pastoral system. In this respect Careers work is supported by tutors, Heads of Departments etc. in tutor time.

All staff are involved in guidance to an extent. We also employ our own Careers Guidance Advisor for two days a week who holds the Diploma in Careers Guidance from University of Central England. Each student is offered a half hour careers guidance interview with written action plan and followed up.

EQUAL OPPORTUNITIES: See Equal Opportunities Policy

MONITORING AND EVALUATION:

The Careers programme is monitored regularly and amended if necessary. Pupil's opinions are actively sought and pupils help in evaluation and reviews.

MANAGEMENT:

The overall management of the Careers Education and Guidance is with the remit of the Director of Curriculum but for operational reasons this is managed by the Work-Related Learning Co-ordinator. At present two further members of staff have responsibility to support Careers work; these are the Careers Advisor and the Projects and Partnerships Co-ordinator.

RESOURCES:

The School has provided a dedicated Careers Room (Room M29) and this is used two days per week by the Careers advisor who keeps a small Careers library and uses the room for one to one interviews etc. The Careers Advisor has an open door policy and pupils can access her during the school day. The Careers Advisor sends out appointment cards inviting pupils to attend a 30 minute careers interview and they are given a typed action plan to work to which has been agreed with them. All Year 11 pupils are interviewed and followed up by the Careers advisor who keeps a spread sheet of intended destinations. Any pupil who fails to attend of whatever reason will be followed up. We recognise the key role that parents and carers play in careers choices. They are welcome to accompany their daughter/son to the interview.