

Hurworth School

Careers Education and Guidance Policy

Accepted by: Governing Body – February 2008

Senior Leadership Team Lead Reviewer: Ann Kennedy

Review Cycle: 2 Years

Date for Review: February 2010

School intends to provide every student with a **planned and progressive programme of careers education and guidance.**

This programme will help students to:

- Know their own strengths, areas for development and personal qualities.
- Develop a balanced view of their potential.
- Be aware of the opportunities in education, training and career.
- Make informed decisions about their own education, training and career paths.
- Manage transition to new roles and situation, by encouraging self reliance and preparing them for the disciplines of work.

The students will be entitled to:

- Access to high quality information using a variety of sources including the Careers Library and computer software.
- Planned opportunities to gain experience of work, including work visits, mini enterprises and work experience.
- Access to structured individual guidance from careers advisers working with their teachers.
- The opportunity to reflect on their qualities, record their achievements and develop individual action plans as a basis for progression.

Curriculum Delivery

The programme will be delivered through timetabled PSHCE sessions and tutorial work. The activities will be relevant and appropriate to the ages and abilities of the students, and will be designed to prepare them for the opportunities, responsibilities and experiences of working life.

Staff Development

All tutors delivering the Careers Education and Guidance programme are entitled to comprehensive training. Ongoing development needs can be identified and training organised.

Evaluation

The quality of careers provision and the impact it has on the students will be evaluated, forming part of the School Development Plan Cycle.

Responsibilities

The Careers Coordinator will.....

- Advise Leadership Team on policy and approaches, and promote support for the programme.
- Work with Raising Achievement Coordinators and tutors to develop materials and manage resources.
- Help to identify staff development needs and organise training.
- Work closely with the Connexions and local FE colleges.
- Work with the PSHCE Coordinator to support teaching, assessment, recording and reporting systems.

The tutor will.....

- Deliver the programme of Careers Education and guidance.
- Provide guidance and advice to students on education and social matters and on their further education and future careers. This may include information about sources of more expert advice.

The Leadership Team will....

- Express the contribution of careers education and guidance in the school, in policy form.
- Review, monitor and evaluate the quality of provision.
- Provide adequate physical and financial resources for the implementation of the programme, including service level agreements with the Careers Service.
- Establish development needs and plan for them to be met.
- Clarify relationship of careers education to other areas of the curriculum.
- Fulfil the school's statutory responsibilities including Prospectus entry and access to information for the Year 11 students.