

Hurworth School Careers Education and Guidance Policy

Accepted by: Leadership Team Lead Reviewer

Review Cycle: 2 Years

Last reviewed: January 2018

Date for next review: January 2019

Statement of intent

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has regard to the DfE's statutory guidance, 'Careers guidance and inspiration in schools', and DfE's 'Careers Strategy :making the most of everyone's skills and talents' issued in December 2017

The main objectives of careers provision at Hurworth School are to:

- Prepare pupils for life post-education.
- Develop an understanding of different career paths.
- Develop an understanding of the differences between school and work.
- Inspire pupils to chase and achieve their dreams.
- Help pupils to access information on the full range of post-16 education and training opportunities.
- Support pupils after leaving school.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

Hurworth School has achieved the Investors in Careers Award and is committed to maintaining this quality status. We will use the eight Benchmarks of good career guidance, developed by the Gatsby Charitable Foundation, to set a standard of excellence.

Development

This policy was developed and is reviewed annually through discussions with teaching staff, students, parents, governors, advisory staff and other external partners.

Links with other policies

The policy for CEIAG supports and is itself underpinned by the school's policy for teaching and learning, equality and diversity, citizenship, special educational needs, looked after and gifted and talented and links in with the whole school development plan.

The Provider Access Policy ensures that pupils have access to a range of information regarding post 16 choices and Technical Education offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Implementation

Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Careers Policy at the school.

The governing body has overall responsibility for ensuring that the Careers Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

Management: 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 employment of a careers advisor.
- Establish development needs and plan for them to be met.
- Clarify relationship of careers education to other areas of the curriculum.

The Careers Leader will.....

- Advise Leadership Team on policy and approaches, and promote support for the programme.
- Work with Raising Achievement Coordinators, Gifted and Talented Coordinators, SENCO and tutors to develop materials and manage resources.
- Help to identify staff development needs and organise training.
- Work closely with the local FE colleges and education / training providers to ensure impartiality.
- Work with the PSHCE Coordinator to support teaching, assessment, recording and reporting systems.
- Deliver careers lessons and workshops in line with the annual career plan.
- Liaise with the local authority regarding multi agency support for vulnerable pupils making the transition to post 16 education.

The Teaching staff will..... engage with a variety of employers and arrange educational visits and inspirational guest speakers throughout the academic year. Continue to embed careers within individual curriculum areas.

Entitlement: Statutory duties

Hurworth School ensures that all registered pupils are provided with independent careers advice and guidance from Year 8 to Year 11.

The school's careers strategy is shaped by the needs of individual pupils, and, therefore, developing a strong dialogue with pupils is at the heart of the policy.

The school will ensure that the independent careers advice provided is:

- Presented impartially by a qualified careers advisor
- Is given in the best interest of the individual pupil receiving the guidance, taking into account their personal aspirations and needs.
- Consists of a wide range of information on the availability of further education and training options, including apprenticeships and vocational pathways.

The school will make it clear to pupils that they will be required to continue studying GCSE English and maths post-16 if they do not achieve a grade 4 or better at GCSE in these subjects.

The school will make it clear to pupils that although they must remain in education or training beyond the age of 16, they are not required to stay in school.

The school will also ensure that pupils understand the wide variety of opportunities available in the job market, including the fact that many careers require a good knowledge of the science, technology, engineering and maths (STEM) subjects.

The school will ensure that the opportunities created by studying STEM subjects are particularly emphasised for female pupils, who are statistically much more likely to limit their careers by dropping STEM subjects at an early age.

The school will ensure that opportunities for pupils to develop an entrepreneurial spirit are accessible, e.g. through Enterprise challenges and links with the Careers and Enterprise Company.

The school will ensure that both high attaining pupils and those with special educational needs and disabilities (SEND) are supported to make an informed choice about whether to aim for university or an equally high calibre apprenticeship.

Pupils will be made aware of extra-curricular opportunities, such as the National Citizens Service, that will help them achieve their careers aspirations.

Curriculum Delivery: The full offer

This is fully detailed in the booklet "Careers Education Advice and Guidance at Hurworth School." This can be viewed on the school website. (See appendix A)

Hurworth School will use the following methods to deliver a strong, well-rounded careers provision:

- Providing a range of opportunities that enhance the curriculum.
- Promoting awareness of the world of work.
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement, including those that are often portrayed as primarily for one or other of the sexes, e.g. encouraging girls to pursue STEM-related careers.
- Promoting awareness and understanding of work, industry, the economy and community.
- Relating skills, attitudes and knowledge learned in school to the wider world.
- Developing pupils' personal and social skills to relate to the world of work.
- Providing informed and impartial guidance.
- Enabling pupils to make considered decisions with regard to future choices.
- Maintaining and developing effective links with key partners, such as Jobcentre Plus (including disability employment advisors), the National Careers Service and the Careers and Enterprise Company.
- Preparing pupils for the transition to further education (FE) or employment with training.
- Helping pupils with basic career management such as CV writing, CV building, job searches and job interviews.
- Visiting open days at further and higher education institutes.
- Providing access to online creative resources and labour market intelligence.

The programme will be delivered through timetabled careers lessons, careers guidance activities (group work and individual interviews), tutorial work, workshops, work related learning (including one week work experience) , information and research activities, action planning and enrichment days. 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. Students are encouraged to attend appropriate sessions at local universities. In addition, all pupils experience specific information days around the World of Work and local post 16 possibilities.

Targeted support

The school will work closely with the LA to identify pupils who are in need of targeted support, or who are at risk of not participating in post-16 education/training.

In collaboration with the LA, the school will establish ways of referring identified pupils for intensive support from a range of education and training support services available locally.

The school will ensure that pupils are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. Pupils will be advised of how to access this funding and who they should speak to in order to find out more information.

The school will work closely with the LA and local post-16 education and training providers to support with post-16 participation costs, such as care leavers or those entitled to free school meals (FSM).

The school supports the vision that all pupils with SEND are capable of paid employment, with the right preparation and support.

The school will ensure that they support pupils with SEND in developing the skills, qualifications and experience needed to pursue their careers.

Independent and partial advice provided to pupils with SEND will include all the education, training and employment opportunities available to them.

The school will provide advice on study programmes that will support a pupil with SEND in their transition into paid employment – this includes support internships for pupils with education, health and care (EHC) plans, traineeships and apprenticeships.

For pupils with EHC plans, the school will ensure that these plans, from Year 9 at the latest, include a focus on preparing for adulthood, including employment, independent living and participation in society.

Staff Development

All tutors/staff involved in delivering the Careers Education and Guidance programme are entitled to comprehensive training. Ongoing development needs are identified and appropriate training organised.

Information sharing

The school will provide the LA support services with relevant careers-related information about all our pupils, including:

Pupils' names, addresses and dates of birth.

Other information that the LA requires in order to support the young person to participate in education or training and to track their progress, including information to help identify those at risk of not being in education, employment or training post-16.

Resources

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities.

Sources of external funding are actively sought.

Monitoring and review

The governing body, in conjunction with the head teacher, will review this policy on an annual basis, taking into account the success of supporting pupils in accessing post-16 education and training.

The head teacher will make any necessary changes to this policy, and will communicate these to all members of staff.

Auditing

The Careers Leader / Head Teacher will liaise with heads of departments on an annual basis, in order to evaluate and audit the school's careers provision, having special consideration for the three aspects of quality assurance:

- The quality of the school careers programme.

- The quality of independent careers providers.

- The quality of careers professionals working with the school.

The school will take account of feedback from pupils, parents/carers and link employers engaged in our careers activities, as well as data from the DfE's destination measures, as part of this evaluation.

The school will use the outcomes of our audit to identify areas for improvement, with the ultimate aim of creating a careers programme sufficient



Careers Education Advice and Guidance at Hurworth School

This booklet outlines pupil entitlement to careers education, information, advice and guidance (including work related learning and enterprise) at Hurworth School. This starts with transition activities in Year 7 and continues as they progress through school to Year 11 and beyond.

Parental involvement is crucial in helping you support your child in making an informed choice for their future. We would welcome your support with attendance at parents' evenings, option/pathway events and career conventions/information sessions to support your child's progression.

Hurworth School aims to embed careers education within the curriculum. Individual subject leaders engage with a variety of employers and arrange educational visits and inspirational guest speakers throughout the academic year. In addition we have a careers programme for each year group, the details of which are contained in this booklet.

Mrs Penny Hudson, a qualified Careers Advisor, will be the Careers Leader for Hurworth School

Careers Information Advice and Guidance Entitlement (CEIAG)

Hurworth School adopts the CDI Framework FOR CAREERS, EMPLOYABILITY AND ENTERPRISE EDUCATION 7-19 (2015) full details can be found at <http://www.thecdi.net>

The school continues to embed the eight Gatsby benchmarks of Good Career Guidance.
<http://www.gatsby.org.uk>

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Hurworth School are involved with several local initiatives that enrich the Careers programme within school: For example

- Business Ambassador Programme with the Careers and Enterprise Company
- Engaging with employers through world of work initiatives
- FutureMe Programme with local Universities
- Job Centre Plus : School advisor support
- Apprenticeship Support from the ASK Project (Tees Valley Learning Provider Network)
- Darlington Borough Council Transition Support Scheme

Hurworth School website offers a comprehensive 'Careers Section' with links to the National Careers Service and National Apprenticeship Service and labour market information. Kudos careers software is available to every pupil in the school and each pupil has their own account within Kudos.

If any parent /carer wishes to contact Penny Hudson this can be done on the usual school number or email phn@hurworthschool.org.uk

What happens in Year 7

Year 7 receive 3 one hour sessions during the academic year focusing on self-awareness and self-determination. This is in addition to the PSHE curriculum offer. Year 7 pupils have access to websites to assist in careers education and support in the use of careers computer software 'Kudos' Subject teachers embed careers within the curriculum, offer a range of enrichment trips and engage with Colleges, Universities and local employers where appropriate.

They attend the following 'drop down' days

- Step into College – one hour
- World of Work – one hour
- Enterprise Challenge – Half Day
- PSHCE (SEAL Day)
- Themed assemblies focusing on Labour Market Information

What happens in Year 8

Year 8 receive 3 one hour sessions during the academic year focusing on self-awareness and self-determination. This is in addition to the PSHE curriculum offer. Year 8 pupils have access to websites to assist in careers education and support in the use of careers computer software 'Kudos' Subject teachers embed careers within the curriculum, offer a range of enrichment trips and engage with Colleges, Universities and local employers where appropriate. Year 8 attend the following 'drop down' days

- Step into College – one hour
- World of Work – one hour
- Enterprise Challenge –Half Day
- PSHCE (SEAL Day)
- Themed assemblies focusing on Labour Market Information

What happens in Year 9

Year 9 receive 4 one hour sessions during the academic year focusing on Decision Making / KS 4 Qualification Framework / Option Choices / Action Planning (KUDOS). This is in addition to the PSHE curriculum offer. Year 9 pupils have access to websites to assist in careers education and support in the use of careers computer software 'Kudos' Subject teachers embed careers within the curriculum, offer a range of enrichment trips and engage with Colleges, Universities and local employers where appropriate. Each pupil has the opportunity for a 1:1 support session with a qualified careers advisor to support with the option choices and discuss careers aspirations. Year 9 attend the following 'drop down' days/evenings

- Step into College – one hour
- World of Work – one hour
- Options Evening
- Enterprise Challenge – Half Day
- STEM Day
- PSHCE (SEAL Day)
- Themed assemblies focusing on Labour Market Information
- Aspirational day at Teesside University with FutureMe programme

What happens in Year 10

Year 10 receive 5 one hour sessions during the academic year focusing on focusing on Employability Skills and Career Management Skills. This is in addition to the PSHE curriculum offer. Year 10 pupils have access to websites to assist in careers education and support in the use of careers computer software 'Kudos'

Subject teachers embed careers within the curriculum, offer a range of enrichment trips and engage with Colleges, Universities and local employers where appropriate. Year 10 have the opportunity to undertake 5 days work experience during Work Experience Week. This enables our pupils to:

- Have an understanding of rights and responsibilities in the workplace
- Develop employability and team working skills
- The opportunity to challenge stereotypical choices and learn about equal opportunities
- To gain experience in job search skills, interview techniques, CVs and application forms
- To gain an understanding of the work charter that indicates the legalities of working (paper rounds etc.)
- To gain an introduction to Health and Safety in the work place

Year 10 attend the following 'drop down' days/evenings

- Step into College – one hour
- World of Work – one hour
- Taster Day : Visit to 6th Form: Whole day
- Taster Day : Visit to College of Further Education: Whole day
- The opportunity to attend Tees Valley Skills Show (2 hours)
- Assemblies focusing on LMI / Apprenticeships/Work Experience/ Introduction to post 16 choices.

What happens in Year 11

Year 11 receive 3 one hour sessions during the academic year focusing on focusing on Employability Skills, understanding post 16 choices and career management skills. Year 11 pupils have access to websites to assist in careers education and support in the use of careers computer software 'Kudos'

Subject teachers embed careers within the curriculum, offer a range of enrichment trips and engage with Colleges, Universities and local employers where appropriate. Year 11 attend the following 'drop down' events.

- Series of post 16 talks delivered by a variety of Providers, including Apprenticeships
- 1:1 Guidance with a qualified careers practitioner
- College Application Day –support with post 16 college applications - one hour
- Mock Interviews and Feedback – one hour
- Student Finance and Higher Education – 1 hour
- Employers offering Apprenticeships – 1 hour
- Apprenticeship support session with ASK ambassador -1 hour
- Study Skills programme
- Transition Support Programme (if required)
- Careers Advisor support on GCSE results day
- Introduction to the National Citizenship Service