



Careers Policy

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing pathways that suit their interests and abilities and help them to follow an appropriate career path leading to sustained employability throughout their working lives.

Aims

Our aim is to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs, interest and ability.

In particular we intend our pupils to:

- develop a broad understanding of the world of work and an 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 skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

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 FE course, Apprenticeship, HE course or training.

Commitments

The Governing Body and Staff are committed to:

- the provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years (Gatsby Benchmark 4)
- encouraging pupils to achieve and to be ambitious
- involving pupils, parents and carers in the further development of Careers work (Gatsby Benchmark 1)
- working towards the implementation of all 8 of the Gatsby Benchmarks

St Joseph's School is committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 8 – 11.

Provision

Careers includes both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance pupils are able to use their knowledge and skills to make the decisions about learning and work that are right for them (Gatsby Benchmark 3)

Careers education forms a part of the curriculum in the PSHEE programme. The three main areas of careers learning, identified in the National Framework, form themes throughout careers work from years 8 -11.

Self-Development *understand themselves and the influences on them*

Career Management *make and adjust plans, to manage change and transition*

Career Exploration *Investigate opportunities in learning and work*

Further details of the curriculum programme can be obtained from the Careers Leader

In addition we organise:

- Careers talks for Years 8 – 11 (Gatsby Benchmark 5)
- Visit to Exeter University for Year 11
- Work Experience placements for Year 10 (Gatsby Benchmark 6)
- Visit to Careers and Skills Show for Year 10
- Advice to students on choosing an Apprenticeship (Gatsby Benchmark 7)

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 the work that form tutors do in tutorial time. All staff are involved in guidance to an extent. (Gatsby Benchmark 4)

Equal opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. In lessons teachers are asked to ensure that pupils work in mixed gender groups and that girls as well as boys are asked to be spokesperson. We monitor Careers resources regularly to ensure that they encourage both boys and girls and pupils from minority ethnic groups to enter different careers. (Gatsby Benchmark 2)

At special events we aim to give pupils a view of young, successful career women and men. The destinations of our leavers are closely monitored and younger pupils informed so that we are aware of trends and opportunities (Gatsby Benchmark 3)

Past pupils form part of the careers information talks to current students.

Statutory guidance for schools

Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school Years 8 to 11. Careers guidance secured under the new duty must:

- be presented in an impartial manner;
- include information on the full range of post-16 education or training options, including Apprenticeships; and promote the best interests of the pupils to whom it is given.

Head teachers, school staff and governing bodies must have regard to this statutory guidance issued by the Secretary of State in exercising their functions under this section.

About this guidance

Apart from the elements identified in this statutory guidance, it is for schools to decide the careers guidance provision to be made available based on the needs of pupils and the opportunities available. Schools should meet the costs of provision from their overall budgets, including the pupil premium.

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting, PSHEE, Equal Opportunities and Diversity, Health and Safety, Able, Gifted & Talented and Learning Support.

Implementation of Careers Education

Careers Education is delivered during PSHEE lessons in Years 8 – 11 by the Careers Leader, Tutors or specialist lecturers, supported by the Head teacher and the Year 11 tutor at key appropriate points throughout the academic year.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Monitoring, evaluation and review

The careers programme is monitored regularly and amended after an annual review. Pupils' opinions are actively sought and the programme is reviewed annually. (Gatsby Benchmark 1)

Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the School's equal opportunities policy, work experience policy, external visits policy and other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum. (Gatsby Benchmark 4)

Management

At present the Careers Leader coordinates careers work in conjunction with a member of the school's senior management team. A member of the administrative staff manages liaison with other Sixth Form and Further Education Colleges to provide information for the What Next Evening.

The execution of this policy is monitored by the senior management team and the Governing Body as part of the monitoring process.

Appendix 1

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

Our CEG programme aims to help pupils to:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make
- Find out about different courses, what qualifications might be needed and what opportunities there might be
- Develop the skills that may be needed for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and Further and Higher education
- Develop an effective CV
- Improve confidence

Pupils will receive:

- Careers lessons
- Discussion time with subject teachers
- Guided tutor time
- Access to the Careers library – information is available in books, leaflets and on computer – ask for help
- Interviews with their tutor
- Guidance on arranging Work experience
- Other subject lessons linked to careers

Pupils can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if they have special needs

Year 8

The focus is exploration of personal strengths, career families and opportunities within the world of work. Help and advice with GCSE options will also be provided.

Year 9

The focus is self-assessment, Career Paths and options post -14 including Apprenticeships, Technical Qualifications and STEM careers

Year 10

The focus is Work Experience opportunities including preparation, implementation and evaluation.

Individual Work Experience interviews with pupils and the What Next evening will form part of the Year 10 programme. The What Next evening informs Parents and students of the range of Post-16 Qualifications available at local FE and Technical Colleges. Parents are also provided with dates of Open Days.

The Careers Leader will also be present at Parents Evenings to offer information to parents and individual career interviews may be arranged for students with parents.

Year 11

The focus is post - 16 options and the Application process including CV preparation. A visit to Exeter University is arranged to provide students with an insight into life at Higher Education level.

Implementation of Careers Guidance

i) Careers library

- a wide range of materials
- open throughout the school day
- situated in the main library

ii) Careers Leader

- Work Experience Coordinator
- Available for consultation at Parents Evenings and What Next Evening for Year 10
- Organisation of visiting speakers UTC,STEM

iii) Extra support where appropriate

- pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4, and Careers Leader

iv) What Next Evening

- a Post 16 Open Evening is arranged in school to compliment other Open Events run by local colleges

v) *Skills South West* An opportunity for Year 10 students to make contact with employers, representatives of FE Colleges/Technical Colleges and employers offering Apprenticeships.

Online information tools Extensive use is made of the Department for Education's online National Careers Service website

Parents and Carers

Parental involvement is encouraged at all stages. Parents are encouraged to spend time at home with students browsing the National Careers Service website and discussing future options and Career choices with their children. Parents are kept up to date with careers related information through letters, newsletters and at Open evenings.

Curriculum

The Careers programme includes Careers Education sessions, Career guidance activities, information and research activities, work related learning and individual learning activities.

Careers lessons are part of the schools Personal Development Programme. Other events and activities are planned and organised separately throughout the year.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated annually via the Pastoral Committee

Policy Updated and Reviewed February 2019