

# CAREERS POLICY



## Policy statement:

### Rationale

All young people regardless of their race, gender or academic abilities need a planned programme of activities to help them make decisions and plan their careers. From September 2018 as a NEAT school, we will ensure that all registered pupils in Years 7-13 have access to independent, accurate and impartial information advice and guidance.

Directors / Governors recognise that to meet this statutory requirement we must ensure that the independent careers guidance provided:

- is presented in an impartial manner.
- includes information on the full range of education and training options, including apprenticeships and vocational pathways.
- will promote the best interests of the students to whom it is given.

Benfield School has a critical role to play in preparing our young people for the next stage of their education or training and beyond.

A young person's career is their pathway through learning and work and we recognise that effective career guidance contributes to raising aspirations, improving motivation and overcoming barriers to success and we are committed to achieving all of the Gatsby Benchmarks.

We have high expectations for all of our students, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning which are valued by employers. This will help every young person to realise their potential and enhance their employability.

### Aims

- To prepare students for the ever changing opportunities, responsibilities and experiences of adult life and equip them with the skills to manage the choices, changes and transitions ahead of them.
- To help pupils develop a positive self-image, increase self-confidence and raise personal aspirations.
- To ensure that all students have an equal opportunity to develop the necessary skills, knowledge and awareness of the working world so that they are equipped with the ability to follow an individually chosen route into further education training and ultimately employment in a career choice, which makes the most of their potential.

### Objectives:

- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To make students aware of the full range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+.
- To equip students with the necessary decision making skills to manage these transitions.
- To develop in students an awareness of the wide variety of education, training and career opportunities both locally and nationally.
- To provide appropriate guidance, up-to-date information and a range of opportunities to support students' development at key points throughout their education.
- To foster links between the Trust, local businesses and further/higher education establishments.
- To enable students to experience the world of work and develop transferable skills.
- To ensure that wherever possible, all young people leave the Trust to enter employment, further education or training.
- To maintain a culture of high aspirations.
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, such as SEN students or Pupil Premium students receive it.
- To ensure any independent careers guidance given is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- To give information on the range of education or training options, including apprenticeships and technical education routes.
- To ensure all guidance given will promote the best interests of the pupils to whom it is given.
- To ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 7 to Year 13 for the purpose of informing them about technical education qualifications and apprenticeships.
- To ensure there is a policy statement in place setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed.

### **Careers Education**

The current careers programme is delivered through a combination of methods, including daily form tutor time and additionally for through assemblies, presentations, careers open days, employer visits, work experience and participation with NBS and Northumbria University as well as NUFC events.

### **Careers Impartial Advice and Guidance**

- Careers information, advice and guidance can be accessed by any student on request.
- All students receive independent and impartial advice through a variety of activities detailed in the careers programme.
- All students receive a face-to-face interview at key decision points either with a member of school, staff or the Connexions Adviser, and are made aware of all available learning pathways open to them.
- During a careers interview in Year 11 all students are helped to develop a careers action plan.
- Those most at risk of becoming NEET (not in employment, education or training), and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.
- Those most at risk of disengaging from learning, and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.
- The Trust organises information events for students and their parents to which local providers of education and training are invited and actively engaged in offering advice.
- As a school, we advertise open days and evenings featuring local education providers to all students and their parents.

- Students are made aware of the National Apprenticeship Service and National Careers Service and there is a link to both websites on the school's website.
- Learner views are sought on the best way to offer provision.

### **Equalities**

The Trust consciously works to prevent all forms of stereotyping in the advice and guidance we provide to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as stereotypical roles.

We use the Destination Measures Data published by the Department for Education to assess how successfully our students make the transition into the next stage of education, training or employment.

### **Partnerships**

The CEIAG programme is greatly enhanced through links with a number of partners who help us make the students' learning up to date and relevant. We constantly strive to expand and improve links with employers and other local providers. We work with many different partners, including qualified career professionals, employers and training providers, to make sure our young people receive information and guidance to understand the full range of options available to them. This involvement includes the provision of work experience placements, careers talks, and workplace visits. Links are also maintained with various training providers supporting apprenticeships for those pupils considering that route as an alternative to further or higher education. Parental involvement is encouraged at all stages. We recognise that parents/carers remain the biggest influencers on a young person's career choices and we offer parents help and guidance at critical stages in the students' time with us, for example in Year 9 with KS4 options decisions, Year 11 with 16+ choices and Year 13 with 18+ choices.

### **Staff Development**

Staff training needs for planning and delivering the careers programme will be identified in the school development plans.

### **Careers Education Information Advice and Guidance Programme.**

This is published on the school website and updated annually.

### **Roles and responsibilities**

#### **Senior Leadership Team**

The Headteacher of Benfield School will take overall responsibility for the application of this policy, and the monitoring of the quality of provision in relation to individual student outcomes.

#### **Careers Lead**

The Careers Leader will take responsibility for the implementation of the policy to ensure equal opportunity for all students. They will be responsible for the day to day application of the policy, working with students to ensure all have an equal opportunity to access this element of the curriculum.

The Careers Leader will ensure that all aspects of the statutory requirements are met in relation to current government policy and will report to a designated member of the Senior Leadership Team in relation to changes required to policy or practice. The Careers Leader will co-ordinate delivery of the careers programme across all eight Gatsby Benchmarks.

### **Monitoring, review and evaluation**

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental responses to our careers provision.

This policy will be reviewed regularly in relation to government policy by the member of the Senior Leadership Team responsible in conjunction with the Careers Leader as part of the whole-school self-assessment process and will be reviewed by Directors when any additions or amendments are made.

Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Leader.

### **Links with other policies**

This policy should be read in conjunction with the Work Experience Policy and Provider Access Policy.

**Last review date:** 22.08.19

**Person Responsible:** Ingrid Robertson (Deputy Headteacher- Benfield School)  
Diane Goddard (Careers Lead- Benfield School)