

Careers Education and Guidance Policy

Policy Approved: July 2016

Review Date: July 2019

1. Introduction

Careers Education and Guidance is a vital part of every pupil's learning experience and a preparation for the opportunities, responsibilities and experience of adult and working life.

This document sets out the planned provision for the school to enable young people to learn about careers, learning and work so that they can manage their own development and make life choices and decisions that will benefit their own wellbeing and contribute to the wellbeing of others.

The aims of the document represent the schools commitment to the statutory guidance published by the Department of Education *Careers Guidance and Inspiration in Schools* (March 2015)¹ which requires schools to provide independent careers guidance from year 8 to year 13. The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Promotes the best interests of the pupils to whom it is given.

This CEG policy document has also referred to the report *Good Career Guidance* (2014)² produced by The Gatsby Charitable Foundation and aims to follow the 8 benchmarks of good practice as outlined in the report, wherever possible.

2. Commitment

The school is committed to providing a planned programme of careers education, information and guidance for all students in Year 8 - 13.

The policy is underpinned by the schools policies for teaching and learning, assessment, equal opportunities, health and safety and special needs.

The careers programme is designed to meet the needs of all students at JCoSS. It is differentiated to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development and their individual skills and abilities.

The programme is integrated into the whole curriculum and is based on a partnership between students and their parents/carers. The policy is committed to promoting equality of opportunity and inclusion.

1. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf
2. <http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

3. Aims

To inspire students to think beyond their immediate experiences and consider a broader range of future education and career options.

To provide students with the skills that will enable them to become independent, responsible, and fulfilled members of the community and to ensure all pupils reach their full potential in a caring and ordered environment.

To encourage students to develop knowledge and understanding of opportunities, options and progression routes in education, training and employment and to develop self-esteem, self-awareness, informed decision making and strategies to manage transitions.

To provide all students with the skills to build self-development through careers and work related education.

To provide all students with access to information about careers and the world of work.

To encourage all students to develop skills for career wellbeing and employability.

4. Implications

Students will be encouraged to

- Acquire a general knowledge of and insight into the world of work together with specific knowledge and understanding of careers and opportunities appropriate to their own interest, abilities and aspirations developing as they progress through the school
- Develop self-awareness of their own skills and strengths and their current work and how this impacts on current and prospective career ideas
- Recognise and value their own abilities and present them in the most positive way
- Gain an understanding of how career choices impact on their future economic wellbeing and how this fits into the demands of society at large
- Gain skills to understand the importance of decision making and action planning in the short and long term
- Gain skills to research and recognise suitable progression pathways and qualifications
- Prepare for smooth transition between different stages of their school and post school careers.

5. Implementation

Governance

The governing body will ensure that statutory guidance is met by appointing a link governor for careers at JCoSS.

Management

The lead SLT will be the Head of Sixth Form.

Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as subject teachers and form tutors. This will be with the help and support of the Careers Department.

The Careers Advisers employed by the school must have professional qualifications, ie the Qualification in Careers Guidance (QCG) and should be members of the Career Development Institute.

Careers education is planned, monitored and evaluated by the Careers Department. The Careers Advisers provides specialist careers guidance either in one to one meetings or in group work.

Careers information is available in the Careers Room or the LRC which are maintained by the Careers Advisers in cooperation with the Librarian.

Administrative support is available to the Careers Department as resources allow.

Careers Education and Guidance Programme

The careers programme includes careers education lessons, career guidance activities, information and research activities and action planning. Careers lessons are part of the Kvutzah programme at JCoSS.

Students will be provided with access to a range of activities, including talks by employers, higher education careers fairs, motivational speakers, college and university visits, coaches and mentors. JCoSS also works with parents to utilise their specialist work skills and knowledge.

Wherever possible, strong links will be forged with local employers so that they can demonstrate opportunities available and how to access them.

Work experience is for year 12 students and is organised by the students with support from the local Education Business Partnership.

All students from year 10 onwards will have face-to face guidance interviews with a Careers Adviser at appropriate points in their schooling.

All students will be provided with information on their post-16 options, both within JCoSS and at other education and training providers.

JCoSS will work with local authorities to identify those students at risk of not participating in education or training post-16 ('Not In Education, Employment or Training' - 'NEET') and support them to obtain suitable education or training.

JCoSS will work with the local authorities to provide targeted careers support to vulnerable and disadvantaged students, ensuring that students are aware of any wider support services and advice that is available to enable them to continue in education or training.

JCoSS will work with students with SEN or disabilities, and their parents/carers where appropriate, to help them understand all the education, training and employment opportunities that are available to them; seeking partnerships whenever possible with relevant services, disability organisations and arts and sports groups.

JCoSS aspires to achieve a quality award for careers education, information, advice and guidance. The school will reach full complement in its 6th form in 2016-17. Once the curriculum for these years has been fully embedded in the timetable the Careers Department, in consultation with the SLT, will consider an appropriate timeframe to work towards a qualification.

6. Review Evaluation and Assessment

OFSTED provides an independent review of JCoSS career guidance services. In addition events like the annual Year 9 careers Fair receive direct evaluation from students and exhibitors. Tracking the destinations of Year 11, 12 and 13 also provides an indication of where students go when they leave JCoSS and what they do next.

This policy should be available for all students, parents and staff and should be reviewed every two years by the Head of Careers and the link Governor.

7. Approvals

Signatures

Head Teacher

Dated.....

Chair of Governors

Dated

Date of next review