



ST CHRISTOPHER'S CE HIGH SCHOOL

## **Policy for Careers Education, Information, Advice & Guidance (CEIAG)**

Date: September 2020

### **Mission Statement**

St Christopher's is a Church of England Academy where pupils and staff work together, in the knowledge and love of God. We try to act out our faith in daily life, with Christ as our example.

Within our strong Christian, Anglican context, we seek to promote the spiritual, moral, cultural, intellectual and physical development of our pupils, growing together as a caring and supportive community whilst preparing them for the opportunities, responsibilities and experiences of their adult lives.

### **Careers Education, Information, Advice & Guidance**

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers throughout their lives. Every school has a mandatory duty to provide independent and impartial careers guidance for all Year 8-13 pupils (Section 42A of The Education Act 1997).

St Christopher's is committed to providing a planned programme of careers education, information, advice and guidance for all pupils in Years 7-13. The school uses The Gatsby Benchmarks to improve careers provision alongside other relevant guidance from the DFE, QCA and Ofsted that appears from time to time.

### **Aims and Objectives**

The careers programme is designed to meet the needs of pupils at St Christopher's. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

Pupils are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into pupils' experience of the whole curriculum and based on a partnership with pupils and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

### **Management**

Devaki Sutton is the school's Head of PSHE and Careers Leader and is responsible to the Headmaster, Richard Jones, working closely with the SENDCo, Sandra Collier, the Head of Sixth Form, Paul Cuff, Heads of Year, Form Tutors, the school's external careers advisor, Anne-Marie Counce and the link governor for careers education, Paul Stinchon. Administrative support is available to the Careers Leader.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Staff training needs are identified as part of the partnership agreement process with The Careers & Enterprise Company and in conjunction with the school's continuing professional development co-ordinator, Ed Goddard. Funding is provided from the school budget. The school will endeavour to meet training needs within a reasonable period of time.

Careers information is available in the careers corners of the school libraries, which are maintained by the Careers Leader. Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Devaki Sutton is responsible for the effective deployment of resources. Sources of external funding are actively sought.

### **School Curriculum**

The careers programme is delivered by a combination of form tutors, a team of timetabled PSHE staff, SEND support staff and the Careers Leader. The following teaching and learning strategies and resources are included:- discussions, role-play, presentations, debates, researching, videos/DVDs interviews, visiting speakers, internet research and self-evaluation.

The programme includes careers education sessions, careers guidance activities, information and research activities, work-related learning (including two weeks' work experience and a mock interview session at KS4, and one week's placement at KS5), and individual planning through Progress File activities. Students considered to be at risk, vulnerable or with SEND, in receipt of the Pupil Premium or those identified as Able, Gifted & Talented are given additional, appropriate support throughout the careers education curriculum to ensure that their needs are met, to enable them to participate in and benefit from planned activities and to raise aspirations.

### **Provider Access Statement**

Partnerships with local employers are developed and maintained through the school's work experience programme and supported by our Enterprise Advisor. A focused Future's Evening and Higher Education Conference are held annually, ensuring an opportunity for a range of education and training providers to access pupils in Year 9 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

In line with The Technical and Further Education Act 2017 which inserts section 42B into the Education Act 1997 and came into force on 2 January 2018, providers wishing to access pupils, other than at events which are already embedded in the careers programme should request this from the Careers Leader or Headteacher. Decisions to grant or refuse access are taken based on such aspects as timing, relevance to key decision-making points and whether information has already been given by another provider. Taking pupils from timetabled lessons should be kept to minimum, particularly at KS4/5. Additional access may be granted in the form of assemblies, lunch-time drop-ins or lessons where a visiting speaker complements the curriculum.

**Monitoring, Review and Evaluation**

Termly review meetings are held by key members of the guidance community within school. The Careers Leader attends meetings with CEIAG staff from local schools with a view to developing good practice. The CEIAG programme is reviewed annually using the local quality standards for CEG to identify areas for improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEIAG is undertaken regularly.

**Links to Other Policies**

The policy for CEIAG supports and is itself underpinned by the school's other policies, processes and procedures

**Review**

Details of the school's careers programme is published on the school's website. This policy was developed and is reviewed biennially in discussion with teaching staff, pupils, parents, governors and advisory staff. The next policy review will be in September 2022.