



CAREERS EDUCATION AND GUIDANCE POLICY

Committee	Curriculum and Welfare
Staff Members	Assistant Principal & Careers and Aspirations Manager
Amended	May 2020
Planned Review	May 2021
Statutory	Yes

Our School values are "Wisdom, Service and Hope". We aspire to make wise decisions and to serve all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Foundation School means that the Christian faith has a central role in all our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

CAREERS EDUCATION AND INFORMATION, ADVICE AND GUIDANCE (CEIAG)

1. Rationale

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make informed choices and plan their careers. Schools have a duty to give students in Years 8 – 13 access to impartial careers education, information, advice and guidance and at St Mary's and St John's we recognise the need to prepare students for the opportunities, responsibilities and experience of adult life. Our aims include helping our students to develop a positive self-image and fostering aspirations for the future free from stereotypical expectations. St Mary's and St John's School Careers Education and Guidance policy is designed to meet the eight Gatsby benchmarks that define the elements of a world class careers guidance system and the Statutory Guidance and Advice from DfE on careers guidance.

The Eight Gatsby Benchmarks of Good Career Guidance

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

2. Commitment

St Mary's and St John's School is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 7 – 13 in partnership with external agencies as appropriate.

3. Students' needs

The careers programme is designed to meet the needs of students at St Mary's and St John's. It is differentiated to ensure progression through activities from Years 7 – 13 that are appropriate to all students' stages of career learning, planning and development and their individual needs. Care is taken to meet the needs of and offer tailored help to support the transition of children who are or who have been looked after and SEND students.

4. Entitlement

Students are entitled to Careers Education, Information, Advice and Guidance that is engaging, up to date and impartial. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote inclusion and equality of opportunity. Appropriate options pathways are provided and reviewed to meet the needs, strengths and talents of the school population.

The career outcomes we endeavour to deliver for each year group draws on the learning outcomes of the CDI Framework for Careers, Employability and Enterprise Education. We plan our activities to ensure these outcomes are met.

Throughout the school year each child will have several careers interventions which will build on their careers education to support them to make the best decisions they can for their future.

Years 7 & 8 students will:

- be introduced to careers through assemblies using guest speakers
- will attend the Wembley Rock Assembly to see the opportunities available to them, including apprenticeships, college and university
- maintain high aspirations and a strong engagement in education
- demonstrate career exploration skills and organised thinking about occupations
- know how to recognise and counter stereotyped thinking about careers
- feel confident and in control of their choices, plans and actions
- have secure relationships with trusted and familiar adults who can challenge and support them

Year 9 students will:

- attend careers specific assemblies
- have options choices meetings with senior staff
- attend options choices parents'/carers' evening
- participate in STEM careers activities
- demonstrate their continuing personal effectiveness and commitment to learning
- have made a sustainable decision about what to do at KS4
- be able to reflect on how well they managed their role in deciding on their Year 9 options
- recognise the career and life relevance of KS4 core subjects and the optional subjects they have chosen
- be able to identify their best use of enterprise and employability skills
- maintain secure relationships with trusted and familiar adults who can challenge and support them

Year 10 students will:

- work on CVs and interview skills
- participate in an Employer Day event where they will meet employers
- attend the Oxford Horizons programme
- have a secure understanding of the range of post-16 opportunities
- understand how their academic targets could impact on their future educational and career options
- be able to use their participation in work experience and/or other work-related activities to develop employability skills and improve their prospects
- know how to access careers information and advice/guidance now and in the future

Year 11 students will:

- meet with the Careers and Aspirations manager to discuss their post 16 options
- attend the Further Education and Apprenticeship School Careers Fair
- attend the 6th Form Open Evening
- be supported with Further Education applications
- have made a sustainable decision about what to do post-16
- demonstrate career planning and recording skills
- have achieved transition preparedness, including an awareness of adaptability and resilience skills related to post-16 opportunities
- have a secure grasp of personal financial capability skills related to apprenticeships and employment
- be able to present themselves well in applications and interviews

Year 12 and Year 13 students will:

- have made a sustainable decision about what to do at ages 17/18
- maintain career planning and recording skills
- be prepared to make the post-6th Form transition, including showing awareness of adaptability and resilience skills
- have a secure grasp of personal financial capability skills related to apprenticeships, employment and higher/further education
- be able to present themselves well in applications and interviews
- have a deep understanding of possible implications of contemporary issues in careers and work for themselves, society and the economy

Year 12 students will:

- attend employer-led careers sessions
- attend UCAS Higher Education fairs
- meet with the Careers and Aspirations manager to discuss options
- participate in external work experience
- be supported with UCAS applications

Year 13 students will:

- be supported through the UCAS process
- meet with the Careers and Aspirations manager to discuss alternatives to university
- attend Careers Fairs.

The Careers and Aspirations manager will be available during break times and after school for drop-in sessions for all year groups.

5. Management and Staffing

The Careers and Aspirations Manager works closely with a range of staff within the school, external agencies and businesses, and members of the School's Leadership Team. All staff are expected to contribute to the careers education and guidance programme through their roles as subject teachers.

Careers education is planned, monitored and evaluated by the Careers and Aspirations Manager in consultation with the Head of 6th Form responsible for oversight of careers.

Specialist careers guidance is provided by the Careers and Aspirations Manager.

Careers information is available in the Careers room, library and Sixth Form centre.

The careers team meet regularly to take stock of progress and developments.

6. Curriculum

The careers programme includes careers guidance activities (group work and individual interviews); work-related learning visits (including one week's work experience for Year 12 students); taster days and in-school drop-down days; action planning and how to record achievements. There are a wide range of events and programmes targeted to meet the needs of learners, including Careers Fairs and STEM careers focus days. There are developing links with the Enterprise Adviser Network to strengthen encounters with employers.

7. Monitoring and Evaluation

Key programme activities are monitored, reviewed and evaluated on a regular basis with the active involvement of students, parents/carers and the wider school community to assess how far we are meeting our planned outcomes. The school has completed the Compass self-evaluation assessment against the eight Gatsby benchmarks and will be working towards external validation of its provision through the Quality in Careers Standard.

8. Partnerships

The school partners with a range of external agencies to support the provision of CEIAG including: the Enterprise Adviser Network, Career Events, the STEM Ambassador programme, Oxford and Cambridge Universities, Middlesex University and Harrow School.

9. Resources

Funding is allocated in the annual budget in the context of whole school priorities.

10. Review

This Careers Education and Information, Advice and Guidance Policy will be reviewed annually as part of the school's policy review cycle.