

**POLICY DOCUMENT No 23****DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy

**CAREERS POLICY****History of Document**

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## Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Debenham High School. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future.

## Aims and objectives

The careers programme at Debenham High School aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- ensure students' readiness to take their next step in their learning or career.

Debenham High School follows the principles of the Gatsby Benchmarks (Appendix 1)

The objectives for the careers programme are as follows:

- helping students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions to post-16 providers
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, through developing and encouraging Aspiration which is appropriate for all students.

## Student entitlement

All students are entitled to and are expected to be fully involved in an effective CEIAG programme within their school life.

Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing employability skills.

During their time at school, all students will receive:

- the support they need to make the right choices in Year 9 for choices as to appropriate courses at GCSE and equivalent qualifications and Year 11 for choices as to their post 16 pathways.
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- career lessons during PHSE from Y7 to Y10 covering options beyond school, the world of work, the job market and the skills needed for their future
- meaningful encounters with representatives from the world of work; this could be through work experience, the bi-annual careers week, assemblies, careers talks (in or outside lessons), and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with the schools Careers Practitioner, form tutors, personal tutors and the SLT at Debenham all students are met as part of the option process in Year 9 as well as by the Careers Practitioner in Year 11. There is extra guidance for those pupils who are at risk of NEET or those who may need extra support, this is done both through school at the recommendation of staff and in some cases using external staff from CYP Services to work with the more difficult or challenging cases.
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group. A meeting with an adviser independent of the school can also be requested. This is not a significant issue for Debenham as not having a Post -16 aspect the guidance is intrinsically independent.
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.

## **Parental involvement**

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

## **Events for parents and carers**

Parents/carers are invited into school once a year to discuss their son/daughter's progress, on Parents Evening.

Parents are also invited to the school's Pathways Evening where local providers are invited to attend as well as those to discuss Apprenticeships and Vocational Courses. In addition, specialist events for parents include Year 9 Options Evening.

## Delivery of the Careers Programme

### Careers education

The content of the taught careers education programme is based around the need for students to develop a broad and varied knowledge of possible education routes as well as possible careers.

### Years 7, 8 & 9

Key activities: Year 9 options choices

Lessons might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future. Activities will support the options process which takes place in Year 9.

By the end of Year 9, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness
- Hear from or talk to representatives from the world of work
- Receive support to make the right choices for KS4, including assemblies, parents' events, meeting with senior staff at school to discuss Option choices and the option of a careers meeting.

### Year 10

Key activities: Work experience.

Lessons include preparing to find and carry out work experience placements; CVs, applications and interview technique in preparation for mock business interviews; understanding post-16 options.

By the end of Year 10, all students will have had the opportunity to:

- Develop their self-awareness and skills, including writing a CV
- Experience at least one week in the workplace
- Learn about the different Post-16 pathways.

### Year 11

Key activities: Post-16 applications

Students are supported in applications to the next stage of their education. All students will have a meeting with the schools Career Practitioner in the autumn term of Year 11. In some cases students will have further meetings or support in applying for college, sixth forms and apprenticeships.

By the end of Year 11, all students will have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore Post-16 options
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Apply for Post-16 options and back-up plans, as necessary
- Continue to develop the skills needed for a successful transition
- Have at least one meeting (small group or one-to-one) with a careers adviser.

## Careers Week

Bi-annually, the school's Careers Week gives students of all year groups the chance to meet and talk to employers and learn more about what work is like and what it takes to be successful in the workplace, as well as exploring different careers and work placements. The week includes a range of activities including speakers in assemblies, focus in lessons on the world of work and future careers, sessions that students can sign up for in fields that they may be interested in run by workers in that sector. The school recognises the role that STEM careers play in the world of work and care is taken to ensure that all students are exposed to this sector of the workplace.

## Career guidance meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser but, in practice, Year 10s & Year 11s, are most likely to access the service. All students in Year 11 will have individual careers advice in the autumn term of Year 11.

Students are identified for further careers meetings based on need and through self-referral.

## Referral

The referral procedure works as follows:

- Any member of staff can refer students to see the Careers Practitioner, this is usually following lessons where Careers or Aspiration may be discussed, through Form Tutors and in some cases through external meetings where it is highlighted that extra input would be of value.
- Students can ask for extra or additional guidance and this can be through the school offer or if it is felt that external guidance would be useful these services are sought through the LA. A number of students receive additional support from CYPs to support transition as well as future career aspiration.

## Career information

Career information is available through a number of routes, this can be through the school staff or through external sources. The school website has a designated section on careers which is regularly updated and reviewed to support students and parents. The school uses a range of online resources to support students within lessons and beyond.

## **External providers**

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, or staff from various projects. This programme starts in Year 7 and continues throughout students time at the school.

## **Employer links**

Links with employers, businesses and other external agencies continue to grow by building on local community and wider connections; as well as through the support of the school's Enterprise Advisor.

## **Equal opportunities**

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. The careers advisers work with the SENCO to support Education, Health and Care planning.

The school keeps a record of the opportunities that have been taken by students to develop their knowledge and understanding of the world of work as well as pathways once they leave Debenham. Where students have not accessed appropriate number or style of activities the Careers Practitioner will work with staff to develop further opportunities for these students.

## **Evaluation**

The school uses the Compass Tool to evaluate the effectiveness of the school Careers programme. It is also helpful as a tool to compare the schools' provision against the Gatsby Benchmarks as detailed in the Careers Strategy published by the DfE in December 2017.

The school uses Destination data to evaluate the effectiveness of the guidance given to students in particular with respect to their pathways post 16.

## Appendix A

### Debenham High School



### Provider Access Policy

#### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

#### Pupil entitlement

All pupils in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

#### Management of provider access requests

##### Procedure

A provider wishing to request access should contact Simon Martin, Deputy Head ([smartin@debenhamhigh.co.uk](mailto:smartin@debenhamhigh.co.uk)) or Kevin Voller Careers Leader - Information Advice and Guidance ([kvoller@debenhamhigh.co.uk](mailto:kvoller@debenhamhigh.co.uk)).

##### Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.



## PROPOSED EVENT TIMETABLE FOR 2018/19

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	Assemblies - Weekly	Assemblies - Weekly Careers Week (every 2 years)	Assemblies - Weekly
<b>Year 8</b>	Assemblies - Weekly	Assemblies - Weekly Careers Week (every 2 years)	Assemblies - Weekly
<b>Year 9</b>	Assemblies - Weekly	Assemblies - Weekly Options Evening Careers Week (every 2 years)	Assemblies - Weekly
<b>Year 10</b>	Assemblies – Weekly KS4 Introduction Evening	Assemblies - Weekly Careers Week (every 2 years)	Assemblies - Weekly
<b>Year 11</b>	Assemblies - Weekly Pathways Evening Interviews by Post 16 Providers	Assemblies - Weekly Careers Week (every 2 years)	Assemblies - Weekly

The school will also seek to utilise opportunities to widen the breadth of offer to students at school. This will include visits from Universities, Post 16 providers and Apprenticeships.

The school will also publicise events organised by other providers.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio visual and other equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the school where it will be made available to the students.

**Approval and review**

Approved [date] by

Next review:

Signed: [name]

Chair of Governors

[name] Head teacher