



NETHERHALL SCHOOL CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY

Adopted by Netherhall School Governing Body

On

Signed:  (Neil Watt, Chair of Governors)

Anticipated review date: 2023

Equality Act 2010

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

Introduction

“Young people face an increasingly complex labour market, growing competition for entry level positions and changing demands from employers”.

Mann, A. and Huddleston, P. (2017)

Careers guidance has become increasingly important with such large changes to both local and national labour markets, along with an ever changing economic and political position within the UK and internationally.

There is now an increasing breadth and depth of content at both GCSE and A-Level for students. This paired with the introduction of new qualifications and education routes post-16 means that quality careers guidance is vital to ensure that students choose suitable routes to achieve their aspirations. As a school, we have the responsibility to ensure that students are prepared with both the academic results and the employability skills to help them succeed as they enter the labour market.

At Netherhall School, careers guidance begins from Year 7 and takes place throughout each of the key stages until students leave at the end of Key Stage 4 or 5, and particularly through the crucial points of options during Years 9 and 11. We have a statutory duty to provide independent and impartial advice to students, including the opportunities available at other educational establishments. As a school, we make sure that students and parents are aware of the importance of their decisions and how they can affect career choices. By engaging parents and the local community our aim is for every student to fulfil their potential and be inspired to achieve a successful future. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended 8 Gatsby benchmarks.

Legislation and Guidance

Our careers policy and careers plan are based on the DfE document “Careers Guidance and Inspiration in Schools” dated March 2015. The main outcome of the plan is to achieve the eight recommendations of the Gatsby report “Good Career Guidance” dated 2014 to ensure that students receive the highest level of guidance.

Aims

Netherhall School’s Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school:

- plan and provide a stable careers programme for our learners
- expose students to relevant labour market information (LMI)
- address the needs of all students
- link curriculum learning to careers
- provide opportunities for student to encounter employers and employees
- support students to obtain work experience placements at year 10 and 12
- provide opportunities for students to encounter further and higher education
- provide personal guidance to students on careers education

Practice

We work closely with local businesses and educational providers, as well as national initiatives to provide our students with a comprehensive programme of CEIAG events and opportunities.

We are a partner school of Cumbria Careers Hub and the Careers Lead is a participant in the following groups:

- Western School Collaborative Network
- Cumbria Careers Hub
- CLEP

The table below shows the key events that take place each academic year for each year group. Various CEIAG events also take place for specific groups of students or individual classes during each year.

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Future Fridays	√	√	√	√	√	√	√
WOW Day			√				
1-1 careers guidance appointments					√	√	
Careers Week	√	√	√	√	√	√	√
Work experience				√		√	
REACT/I Can Too				√	√		
UCAS event						√	
Tycoon						√	
NCS					√	√	
Duke of Edinburgh			√	√	√	√	√
Rotary Club tech events	√	√	√				
REACT Science Roadshow	√	√					
Dream Placement						√	
Post 16-18 provider assemblies				√	√	√	√
Armed Forces assembly			√	√	√		
CV writing workshop					√		
Mock interviews					√	√	

Youth Parliament	✓	✓	✓	✓	✓	✓	✓
Options assemblies			✓		✓		
Options Taster Week			✓		✓		
Options Mentoring			✓		✓		
Social Media Savvy workshop		✓	✓	✓	✓	✓	✓
Army – Forensics workshop			✓				
Army – Build a Barracks workshop				✓			
Scaffold the World	✓						
IDEA Award			✓	✓	✓	✓	✓
Launchpad (at risk of NEETs)					✓	✓	
Elements				✓			
Women in Engineering	✓	✓	✓	✓	✓	✓	✓
Unifrog	✓	✓	✓	✓	✓	✓	✓
Padlet opportunities	✓	✓	✓	✓	✓	✓	✓
Assemblies from employers and other educational providers	✓	✓	✓	✓	✓	✓	✓
Careers in the curriculum	✓	✓	✓	✓	✓	✓	✓
Cumbria Youth Alliance programme						✓	
UCAS/Higher apprenticeship application support						✓	✓
Apprenticeship information workshops					✓	✓	✓
Labour market information (through Future Fridays and curriculum lessons as well as standalone information)	✓	✓	✓	✓	✓	✓	✓
PSHE lessons – specific employability skill development, use of Unifrog features	✓	✓	✓	✓	✓	✓	✓
Glovebox Challenge	✓						
UKMT Maths Challenge	✓	✓	✓	✓		✓	
Extended transition (SEND)					✓		
Speakers for Schools (VWex)				✓	✓	✓	✓
Higher Education visits						✓	✓

Salary Savvy				✓			
Higher and Further Education Fair				✓	✓	✓	✓

Roles and responsibilities

To ensure a cohesive and comprehensive approach to CEIAG, it is important that everyone involved in the process is aware of their roles and responsibilities:

Headteacher will:

- Select a designated Careers Lead within school who has suitable qualifications and experience within the role to lead CEIAG development.
- Ensure that the agreed resources, funding and time are available for CEIAG purposes.
- Support the Careers Lead in reviewing current practices and implementing new developments.

Governors will:

- Be aware of new legislation relating to careers provision, particularly the Gatsby Benchmarks.
- Support the Careers Lead in reviewing current practices and implementing new developments.
- Support in finding and building relationships with external businesses and employers.
- Familiarise with the school Careers Plan and development priorities and ensure that it is presented in an impartial manner.
- Ensure school provides impartial guidance which includes a range of education and training options and promotes the best interests of the pupils to whom it is given.
- Have a link governor to support and scrutinise the work of the Careers Lead.

Careers Lead will:

- Ensure that Netherhall School adheres to national statutory guidelines for CEIAG.
- Continually develop and improve personal knowledge of CEIAG opportunities, changing labour markets and upcoming legislation.
- Oversee and ensure there is an accurate record of CEIAG opportunities and the students' involvement.
- Keep teaching staff and tutors up to date with relevant labour market information.
- Liaise with external agencies (including Inspira and the Careers and Enterprise Adviser) who may be able to provide career support within school to staff or students.
- Complete the annual Careers Plan and ensure that it is published on the school website.
- Organise and promote CEIAG events within school as well as external opportunities.
- Liaise with school staff and students about upcoming CEIAG events.
- Provide teaching staff with initial resources and links to promote careers within the curriculum.
- Link Careers Plan objectives to the whole school Improvement Plan.
- Finalising the Service Level Agreement with Inspira to deliver impartial careers guidance interviews.
- Management of the CEIAG budget.

Senior Leadership Team will:

- Support the Careers Lead within their own areas of responsibility.

- Review progress and achievements against the Careers Plan on an annual basis.

Head of Sixth Form will:

- Ensure all sixth form students have a preferred route for post-18 and have made the necessary applications to enter their chosen pathways.
- Support the careers leader to deliver CEIAG activities within the Sixth Form.
- Support the students with their individual career action plans, paying particular attention to those in the NEET risk group.
- Organise, monitor and review the work experience programme for Y12 and liaise with the Careers Lead with any issues.

Head of Year will:

- Disseminate information from the Careers Lead to tutors.
- Include CEIAG information within assemblies where applicable and relevant.
- Year 11 – identify students at risk of NEETs and liaise with Careers Lead and other professionals to address any concerns.
- Promote the development of employability skills within the year group.
- Ensure students are aware of the CEIAG events within their year group and the importance of being proactively involved in these events.

Form tutors will:

- Ensure they are familiar with the Gatsby benchmarks and how school achieves these.
- Implement Future Fridays as a weekly activity within registration.
- Feedback specific student needs (or opportunities) to the Careers Lead.
- Encourage students to log careers events and capabilities on Unifrog to maintain an accurate record of opportunities.

Heads of department will:

- Ensure they are familiar with the Gatsby benchmarks and how school achieves these.
- Ensure they are familiar with the School Career Plan and our development priorities.
- Review medium- and long-term plans to find suitable links to career roles and employability skills.
- Regularly review schemes of work to identify opportunities for the development of employability skills within their subject(s).
- Feedback specific student needs (or opportunities) to the Careers Lead.
- Identify suitable resources or highlight online material that students could access to gain more insight into careers relating to one's subject.

Teachers will:

- Ensure they are familiar with the Gatsby benchmarks and how school achieves these.
- Ensure they are familiar with the School Career Plan and our development priorities.
- Assist the head of department in reviewing medium- and long-term plans to find suitable links to career roles and employability skills.
- Regularly review individual schemes of work to identify opportunities for the development of employability skills within their subject(s).
- Feedback specific student needs (or opportunities) to the Careers Lead.
- Identify suitable resources or highlight online material that students could access to gain more insight into careers relating to one's subject.

Parents will:

- Support school to ensure that students are proactively involved in CEIAG events within school.
- Use the 'Useful Links' and other resources in the parent section of the school website with your child to explore possible career pathways and educational routes.
- Accompany your child to information events ran by Netherhall School and other educational establishments to help them make informed decisions over their post 16 and post 18 opportunities.

Students will:

- Use the careers information and resources provided by staff to independently research careers of interest.
- Participate proactively in the CEIAG events available.
- Be self-motivated to research career pathways and educational opportunities locally, nationally and internationally.
- Keep an up-to-date record of the CEIAG events and capabilities you have researched with Unifrog.

Intended outcomes

As a result of outstanding careers provision, the desired outcomes are:

- Increased motivation.
- Challenging of stereotypes including gender, race and localities.
- Encouraging participation in continued learning including higher education and technical qualifications.
- A contribution to whole-school strategies to raise attainment, particularly for key student groups e.g. PP, CLA, SEND.
- Development of employability skills to prepare our students for careers and later life
- Reduction in the likelihood of any of our students being NEET (not in education, employment or training).
- Inclusion of all school stakeholders (students, staff, governors, parents, external businesses and providers) in careers education.

Monitoring, Evaluation & Review

The school regularly monitors the CEIAG provision as part of our ongoing self-evaluation. The CEIAG policy and careers plan will be continually reviewed, scrutinized and amended (if necessary) through the following means:

- Admissions – this includes the numbers of students in year groups and ability/needs.
- The standards achieved by students at the end of each Key Stage, considering variations between groups of students, subjects, courses and trends over time.
- Destination information and CEIAG.
- Local and national employment and educational changes/reviews.
- Feedback from students and parents.
- Departmental feedback.
- External factors including the local and national labour market, college and further education opportunities and governmental directives and guidance.

Other related policies and documents

This policy is closely linked to the following other policies and documents:

- Teaching and Learning policy.
- Assessment, Recording and Reporting policy.
- PSHE scheme of work.
- Equal Opportunities policy.
- Health and Safety policy.
- SEND policy.
- Careers Plan.
- CEIAG at Netherhall School.
- Baker Clause access statement – present on school website.