



Careers Policy 2018 – 19

Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills prepare students for the choices, changes and transitions affecting their future education, training and life as members of society. Through careers education, information and impartial advice and guidance, young people can be helped to:

- Explore and understand the adult world and the world of work;
- Consider their own values and attitudes;
- Develop awareness of their options and how to make decisions for themselves;
- Start to take responsibility for their choices and plans for the future.

Through this they can be encouraged to engage, be motivated, raise their aspirations and achieve their potential. Sexey's School seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Compliance of Sexey's School Careers Programme

Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers

- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

The careers programme is designed to meet the needs of the students at Sexey's School to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Objectives of Sexey's School Careers Programme

- Help young people develop self-awareness by supporting and encouraging their attempts to realise their strengths and weaknesses, interests and aptitudes and relate these to the requirements of occupations.
- To raise awareness of education, training and careers opportunities, both at Sexey's School and beyond.
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity. The careers programme provides students with a wide range of experiences to help them progress effectively through their education and on to successful careers.

Sexey's School Careers Programme Content

- A planned programme of careers education from Years 7-13 delivered by teachers, a specialist Independent Careers Adviser, employers, former students and specialist speakers, to include up to date labour market Information.
- All students will be actively encouraged to access information through visits and 1-1 interviews with the Independent Careers Adviser and by using the online Careers Library and research tools on Sexey's Moodle
- All students in Year 12 will have the option to take part in an individually planned week of Work Experience, involving briefing and debriefing.
- All students in Year 12 will have the opportunity to participate in mock job interviews, which are conducted with the support of local professionals, business owners and their employees.
- All students will have access to independent and impartial careers guidance interviews on request and will have structured 1:1 interviews during Years 10-13.
- Continued attention will be given to the in-service training of relevant colleagues to increase their expertise in Careers Education and Guidance.
- In line with DfE Statutory Guidance 2018, students will have access to local, Post-16 education and training providers and to local Post-18 providers to help inform choices for the future and online resources. For further information regarding provider access to such events, please see Appendix A: Provider Access Statement
- Students in receipt of Pupil Premium will receive additional sessions and some students in lower years will also be referred to the Independent Careers Adviser.
- Students' intended destinations will be monitored and they will be tracked and supported to secure appropriate outcomes at key transition points.

Students are able to book an individual careers guidance interview the Independent Careers Adviser by following the 'Careers' link on Sexey's School Moodle. Parents can also book a careers appointment for their child via the same link. The Independent Careers Adviser is available to speak with parents either via a meeting or by email/telephone to discuss options and career choices.

Role of the Independent Careers Adviser at Sexey's School

The Independent Careers Adviser offers expert, impartial guidance on the following topics:

- Career Planning
- UCAS advice
- Apprenticeships and Employment with Training
- Work Shadowing
- A Level choice
- Degree choice
- Degree study in Europe and beyond
- Personal statements
- Student finance
- CVs, applications, cover letters and interview skills
- School leaver opportunities – apprenticeships, jobs & training schemes

An updated list of current vacancies are posted on Sexey's Moodle Careers page showing local and regional apprenticeships at Intermediate, Advanced, Higher and Degree level.

Careers content covered in PSHE

A full list of the Careers related curriculum is outlined below:

Key Stage 3

- Introduction into careers and interest guides – planning for the future.
- Exploration of Year 9 options and future careers

Key Stage 4

- Employability unit in Year 10
- Financial unit in Year 11
- Taster days at local colleges.
- Careers Presentations – including talks from professionals and local employers.
- South Somerset Careers Convention at Fleet Air Arm Museum, Yeovilton
- CV Writing and assistance with post 16 applications

Key Stage 5

- UCAS Convention visit, UWE, Bristol for all Yr12
- Oxbridge Conference for HE+ students
- Regular talks from professionals and local employers
- Support and presentations on CVs, Letters and Application formats
- A Level results and clearing service

Post 6th Form/Year 11

- Ex- Sexey's students can access support from the Independent Careers Adviser in the year after they have left, e.g. Gap Year students, those wishing to change their Uni course, look for apprenticeships or recovering from illness.

Implementation

Management Responsibilities are spread between the Assistant Headteacher with responsibility for the oversight of CEIAG and the Independent Careers Adviser. They plan, co-ordinate and evaluate the careers programme. They also plan and implement, with the logistical assistance of the school librarian, work experience for Y12 students. Heads of Key Stage and the Head of PSHE are consulted to ensure appropriate coverage of careers themes in the PSHE programme and during tutor time activities.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Heads of Key Stage liaise with the Careers Leader to address needs of all students, including support from teachers and external agencies, including the independent Careers Adviser. Careers information is available to students through the use of the online Careers Library and research tools on Sexey's Moodle

The Independent Careers Adviser is central to providing guidance to students on routes beyond school. Those students who are unsure of their destination after Year 11 are given further support to provide the best possible guidance. The Careers Adviser also provides an important contribution to the planning, design and delivery of all aspects of our careers education. Students at risk of not being in education, employment or training post-16 and post-18 are identified by the Heads of Key Stages and

have the option of additional meetings with the Careers Adviser, after which appropriate interventions are agreed and implemented.

Employers visit the school to run work-related activities with students and to speak to students about a range of employment sectors. In addition, employers offering apprenticeships are in communication with the school to facilitate work-related learning and speak to students about opportunities within their companies and sectors. Strong links also exist with Universities and Further Education colleges, who often come into school to speak with students. Any provider wishing to request access should contact the Independent Careers Adviser in the first instance.

Review of Sexey's School Careers Policy

The following provision is reviewed by the Assistant Headteacher with oversight of CEIAG:-

- Lesson and tutor observations within PSHE lessons as part of School Self Evaluation
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks undertaken in conjunction with the careers adviser.

Appendix A-Provider Access Policy

Rationale:

This policy 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.

Purposes:

To ensure all students in years 8-13 are able:

- 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.

Guidelines:

A provider wishing to request access should contact the Careers Leader Mr. Dan Glover (Assistant Head & Head of Key Stage 5) or Wendy Watson (Independent Careers Advisor).

Telephone: 01749 813393

Email: careers@sexeyes.somerset.sch.uk

Opportunities for access will include a number of events, integrated into the school careers programme, which will offer providers a chance to come into school to speak to pupils and/or their parents/carers.

These events include but are not limited to:

- Assemblies in all year groups
- PSHE lessons
- Extra curricular or off timetable events
- Information events
- Pop up workshops and employer talks

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

The school policies on safeguarding and data protection, which can be found on our website (http://www.sexeyes.somerset.sch.uk/reports_policies/), set out the school's approach to visitors to the

site. In addition all visitors will be required to read and acknowledge our visitor safeguarding information which is kept in reception.

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. We will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature to be displayed on our electronic Careers Library on Sexey's Moodle, which is accessible to students and their parents/carers at all times.

We will do our best to grant access throughout the academic year to providers seeking admittance. However, we reserve the right to refuse a request for access if we feel it will impact negatively on our students' learning.