



Saint Paul's Catholic High School

Moving forward together. Achievement for all!

CAREERS POLICY



Journeying together with Jesus Christ, we learn to love and love to learn.

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Commitments

The St Paul's community is committed to embedding a culture of raising aspirations, boosting attainment within the school by supporting goals and providing relevant opportunities for all students to achieve their individual goals. Effective careers education, information, advice and guidance (CEIAG) will ensure that there is effective, bespoke and efficient careers support for all students.

We aspire for our students to:

- Consider the wider world and how they can contribute to the world of work and their community, developing a broad understanding opportunities available
- Expand their understanding of the skills necessary for successful workplace learning, Further Education and Higher Education (University)
- Build upon the skill of resilience and being able to cope with the rapidly changing platform of opportunities
- Respond to information and guidance to develop profound level of self-knowledge when thinking about making choices that will directly affect their future ambitions
- Develop the necessary skills and maturity to make important decisions, appear confident and resilient to prospective employers and education providers, plan for future actions and be self-reflective in order to cope with their transition to their next stage.
- Raise their aspirations when researching local opportunities but also look further afield, so that they may 'broaden their horizons' and explore a plethora of opportunities that fulfil their ambitions
- Engage with experiences provided in the workplace, Further Education and Higher Education

The Governing body and staff are committed to:

- Achieving and retaining the Investors in Careers award in recognition for our CEIAG through awards such as; Inspiring IAG
- Work with external agencies and Services for Young People to ensure that any student does not feel disadvantaged when gaining access to work, training or further education.
- Embedding a culture of aspiration, ambition and achievement within the school
- Encouraging the involvement of parents/carers in the Careers provision
- Monitoring the resources and channel of advice that empowers students to recognise and develop their future career choices ensuring that careers education is seen as part of the whole curriculum for all year group

Equal Opportunities

We aim to:

- Identify and provide bespoke careers advice for students who have special educational needs and additional needs
- Operate a 'whole student, whole Academy' approach to the management and provision of support for Careers guidance
- Provide support, training and advice for all staff working with students where applicable
- Develop and maintain partnerships through engagement with parents where applicable
- Challenge stereotypes and raise aspirations for all through lessons which focus around discrimination, equality and rights in the workplace. We encourage all students from ethnic minority groups all boys and girls to enter a plethora of varied careers to suit their unique plans.

During bespoke events such as Aspiration Day and Careers Fayre's, we aim to encourage parental involvement and portray to students and parents a fresh and dynamic view of careers for both men and women. We extensively monitor the destinations of our school leavers by monitoring and supporting their progress. We endeavour to invite external agencies, visiting speakers and individuals who represent and reflect a clear diversity of backgrounds.

Provision and Resources

The provision provided here at St Paul's reflects the individual creating a unique support system; without prejudice and with diligence for all of the Post 16 pathways available. We work to provide every student with bespoke access to the options available to them. We acknowledge that not all students will have a clear pathway in mind immediately and may make their final decision during their Post-16 years; however we shall endeavour to support them with this where applicable.

Careers Education is delivered through PSHE sessions at KS3 and KS4.

In addition we organise:

- Aspiration Support Day for Key Stage 4 which include workshops for CV and workplace behaviours with a Parents seminar evening aiming to inform parents of the choices available
- Work experience for all Year 10 students
- Workshops centred around the plethora of Post-16 options
- Roadshows and assemblies led by colleges, training providers and apprenticeships
- External Speakers
- Access to Careers websites and resources
- Pixl Edge Careers skills programme for Key stage 3
- KS3 Options support for students and parents with external speakers

Further details of the curriculum programme can be obtained from the Careers Coordinator.

Careers Support:

Where it is determined that a student does need further support they are referred to the school's Careers Advisor, for a follow up meeting. The aim of formally identifying a student who requires further intervention is to help the school to ensure that effective provision is put in place and so remove barriers to their progression. The support provided consists of a four part process indicated below:

- Assess their current plans
- Action Plan with Back Up
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are the most effective in supporting the student to achieve their goals.

Working with external agencies and Further Education providers:

St Paul's continues to build strong working relationships and links with external support services in order to fully support our students and provide a wide range of opportunities for guidance and enrichment. Sharing knowledge and information with our external services is key to the effectiveness and success of the students at our school.

We work towards:

- Establishing, maintaining and developing links with further education colleges, universities, apprenticeship providers and external agencies
- Establishing, maintaining and developing links with employers
- Supporting a reviewing careers guidance services

Partnership with Students:

St Paul's encourages students to participate in their own careers education by:

- Attending Careers interviews and reviews and becoming involved in target setting
- Endeavouring to incorporate their views in aspects of their advice and support
- Encouraging students to research independently and develop high self-esteem
- Encouraging students to take responsibility for their own aspirations and pathways

Management

A Member of the school's leadership team has direct responsibility to oversee the leadership and coordination of CEIAG and the line manager of the Careers Coordinator. The Y10 Progress Leader, Safeguarding Team and Coordinator manage the Year 10 Work Experience Programme working with an external provider.

The staff are dedicated to a whole school approach to CEIAG however there is a specific team who are dedicated in their roles to provide support for the options process at Key Stage 3 and preparations for decision.

Training

We aim to keep all school staff up to date with relevant training and developments within Careers in relation to the needs of students. The Coordinator and Advisor attend relevant S courses. We recognise the need to involve and train all our staff on relevant issues within Careers and we support this professional development.

Careers and the Curriculum

A whole school approach to careers education is implemented and it is recognised that class teachers should plan into lesson (where applicable) references to careers education. Careers education is regarded as an integral part of the whole school curriculum.

Careers education is delivered in line with other relevant policies such as the school's equal opportunities policy.

Evaluating, monitoring and reviewing the success of the Careers provision

In order to make consistent continuous progress in relation to the Careers provision, the school encourages feedback from staff, parents and students during the academic year. Student progress will be monitored on a termly basis in line with the whole school Marking Policy in PSHE and surveys. A formal evaluation of the effectiveness of the School Careers is recorded through a series of meetings and constant reviewing of the current GATSBY guidelines. The evaluation is carried out by the Careers Team in consultation with the Line Manager and Headteacher.

Complaints procedure

Any complaints regarding the Careers Policy or the provision made for children with Special Educational Needs should be addressed in the first instance to the Careers Coordinator. If parents/carers feel their child's needs are still not being met they should make an appointment to see the Head teacher. If, however, after this point parents are still concerned, they may contact the governor responsible for Careers.

Monitoring, Evaluation and Review

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.