



CAREERS POLICY

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How we support students in key groups

As a student at St Paul's, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

Throughout Key Stages 3 & 4 you can expect to:

- Not have limitations imposed on your aspirations based upon your social, economic or ethnic background.
- Have access to a qualified impartial and independent careers adviser for personalised advice and guidance at any time and expect one careers appointment at Key Stage 4.
- Have access to a planned programme relevant to your year group.
- Have information about further education, training and apprenticeships and employment routes.
- Expect to take part in activities which challenge stereotyping and raise your aspirations.
- Expect to develop skills and qualities to improve your employability.
- Expect to develop enterprise skills.
- Expect to be well prepared for different transitions.
- Have help to develop business and enterprise skills.
- Have help to develop and strengthen your personal presentation skills within tutor sessions and PSHE lessons.
- Be sign posted to relevant up-to-date and impartial sources of careers information and advice.
- Develop presentation and interview skills through small workshops.
- Be offered the opportunity to take part in taster days/ sessions.
- Have visited or spoken to representatives of further and higher education institutions, such as universities. Have the opportunity to hear from local companies and apprenticeships.
- Be given the opportunity to take part in work experience.
- Be given the opportunity to take part in enterprise and challenge activities.
- Have access to you own online portal, Xello from Y9 to encourage self-management of portfolio.
- Have your experiences tracked and recorded by staff using Compass+ to provide a report for all of your careers based experiences which will be shared in Y11 via student email.

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, develop a broad understanding of the 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 for all
- 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.
- Ensure Post 16 transition and expected monitoring period is tracked and supported for all students through effective sharing of information with actual destination choices (after application) from Key Workers in SEND to the SEMH Team and the Careers Team.
- Analyse data collected from chosen aspirations using Compass+ to ensure that we can offer bespoke experiences to suit the needs of our cohort and respond through reviewing the careers plan.

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 all. 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 (where applicable)
- 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 such as Xello
- KS3 Options support for students and parents with external speakers
- Statutory Careers Interview with qualified careers advisor
- Bespoke reporting for individual students using Compass+
- Tailored transition support Post 16

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

Careers Advice:

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
- Establishing and maintaining links and support within the local community

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 (online portfolio, Xello, introduced through PSHE).

Management

A Member of the school's senior 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, Form Tutors and Careers 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. The Careers Advisor is available to meet with a student upon request to support them with this 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 CPD 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 from Y7 in PSHE lessons through non- formal assessment, feedback and surveys. From Y9, students will have access to Xello which allows the monitoring of engagement. Compass+ allows the team to provide an accurate picture to ensure tailored advice and guidance. 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.