



# HENLEY-IN-ARDEN SCHOOL

*Achieving Excellence Together*

<b>Name of Policy</b>	<b>Careers Policy</b>	
<b>Lead</b>	Miss D Price, Assistant Headteacher	
<b>Governor Committee</b>	Chair of Governors	
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# **A POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG)**

This policy reflects current practices as of June 2022, which follow the Careers guidance and access for education & training providers in schools document (statutory guidance) published by the DfE in October 2018.

## **Rationale**

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill). Under section 42B of the Education Act 1997, schools should include a policy statement on provider access, otherwise known as the Baker Clause, which is an addition to this review of the policy. Henley in Arden School offers Careers Support and Guidance through the pastoral system, PSHRE/Character syllabus and outside agencies.

The programme is designed to help young people make informed decisions about their future careers and to aid the development of the skills necessary to accept and adapt to change.

It is the aim of the school:

- To enable the student to develop a self-awareness of their capabilities and aptitudes.
- To enable pupils to build the cultural capital that allows them to be active stakeholders in their varying communities.
- To encourage the students to make decisions based on knowledge and understanding.
- To make students aware of the resources, both material and human, which are available to help them make decisions.
- To access knowledge of the skills applicable to different careers.
- To increase awareness of the world of work through industrial links, Work Experience, Practice Interviews, Careers days and events. These will include talks by adults from outside agencies.
- To enable young people to plan for their future economic independence.
- To heighten the awareness of students of the opportunities available to them when they complete their education post 16 via, for example;
  - The Character Curriculum syllabus throughout the academic year
  - Up to date local Labour Market information
  - Post 16 Assemblies- from a range of providers
  - Careers Library and updated noticeboards

- Advice from an Independent Careers adviser in Year 11 and lower down if in a vulnerable key group
  - Year 11 Practice Interviews from employers
  - Careers Conventions: Skills Show/STEM
  - Development of their own unique Student Portfolio
- To support students with their transition from Key Stage 3 to Key Stage 4 and from secondary education to their chosen destination.

## **Commitment**

The school will undertake to provide:

Impartial Information Advice & Guidance as part of the Careers Education Programme, which we will quality assure.

The school is committed to providing a planned, stable, programme of careers education and information, advice and guidance (IAG) for all students in Years 7-11, in partnership with local post 16 providers.

The school endeavours to follow the National Statutory Guidance for Governing bodies, school leaders and school staff (October 2018), as well as other relevant guidance that appears from time to time.

## **Student Entitlement Statement**

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

This statement is designed to help you understand the type of help you can expect to receive.

You will:

- Have advice and support from staff such as your Form Tutor and the Pastoral Team.
- Develop an awareness of what cultural capital is and the place it has within the workplace.
- Be shown and have access to the Careers resources in the Careers Area.
- Be directed to online support where appropriate.

- Have group/individual access to the Personal Adviser linked to this school – (when brought in on an ad hoc basis- at present Debbie Perry).
- Have the opportunity to meet adults other than teachers.
- Take part in a Work Experience scheme when national constraints allow
- Take part in Careers Events
- Receive presentations from local Post 16 providers including Sixth Forms, Colleges, Training Providers and apprenticeship providers.

Preparing you to make informed decisions about your future is an essential part of the PSHRE Scheme of Work. Such preparation is designed to enable you to:

- Make decisions about your choice of GCSE subjects (Year 8 Character Curriculum)
- Develop a growing self-awareness of your capabilities and aptitudes
- Develop the skills needed to select, apply and be interviewed for jobs
- Make use of online support e.g. Career Pilot and Springpod
- Gain knowledge of a wide range of Further and Higher Education, training and career opportunities including entrepreneurship
- Make decisions about your Post 16 choice

## **Implementation / Procedures**

### **Management**

- The overall Careers Programme at KS3 and KS4 is co-ordinated by Dawn Price, administrated by Evie Fulljames and overseen by the PSHRE Coordinator Matthew Pearson
- Monitoring of the programmes is the responsibility of Dawn Price SLT Lead for Careers
- A link governor Simon MacDonald supports this area
- Work Experience is planned and implemented by the Work Experience Co-ordinator Dawn Price, administrated by Evie Fulljames

### **Staffing**

Staff contribute to CEIAG through their roles as tutors and Character facilitators. Careers information is available in the Careers Area, which is maintained by Dawn Price and Evie Fulljames.

### **Staff Development**

Staff will be provided with CPD through attendance at careers updates and meetings as necessary. To meet Gatsby Benchmark 4 there will be specific training on how Careers Education can be embedded through curriculum areas.

## Curriculum

In addition to the Character Programme guidance is delivered through a range of other activities.

- The careers programme includes:
- Career guidance activities (group work and individual interviews)
- Information and research activities
- Work-Related Learning (including 1 week Work Experience in Year 10)
- Individual learning, planning and portfolio development activities
- A range of careers assemblies

## Monitoring, Evaluation & Review

- Pupil Premium students all receive a Careers Interview in Year 10. Students at Henley in Arden School who are classified as Risk of NEET (Not in Education, Employment or Training) (RONI) receive targeted continual support for post 16 applications.
- HIAS provide a bookable careers interview for support at both Parents Evenings in Year 11 as well as one in Year 10
- A range of assemblies from Post 16 advisors is provided for all Year 10 and 11 students annually
- Monitoring meetings are convened annually with the link governor as part of the ongoing monitoring and evaluation processes.
- Development & Review of Policy & Provision also takes place within school, ensuring consistency and development

## The Baker Clause

In accordance with section 42B of the Education Act 1997:

### Introduction

This policy statement sets out Henley's arrangements for managing the access of providers to every student in Years 7 – 11 to discuss both academic and non-academic routes that are available to them as part of a holistic careers programme enabling all our students to make an informed choice about their post 16 provision. This is also measured regularly against the careers standards of the Gatsby benchmarks using a Compass Assessment framework and evaluation with students, teachers and SLT as part of a progressive careers programme. Henley proactively seeks to build relationships with 6<sup>th</sup> form schools, colleges, apprenticeship providers, universities and employers as we plan our careers programme and project week activities throughout the school year to ensure all our students have access to the most current and up to date careers information at key transition points and that providers have multiple opportunities to speak to students and their parents

across Years 7 -11 to offer information on vocational, technical and apprenticeship qualifications and pathways.

Henley ensures that their staff involved in personal guidance and pastoral support and are up to date with their knowledge through a programme of Continuing Professional Development.

## **Management of Provider Access Requests**

Providers wishing to request access should contact Henley Careers Leader Dawn Price

Telephone: 01564 792 364 or email [dprice@henleyschool.com](mailto:dprice@henleyschool.com)

## **Pupil Offer and Opportunities for Access:**

We have a range of flexible programmes to ensure our students and parents have access to a full careers programme of information through assemblies, Friday drop-in lunch times, parents evenings, careers fairs, Year 10 workshops, and newsletters.

Any provider is welcome to contact us to discuss what they can provide for our students and how we can best accommodate your support. Example activities include: Future Proof Road Show and Governor Mock Interviews.

Any provider wishing to access or provide IAG to our students as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended. We will make available appropriate resources to support provider presentations, which will be discussed and agreed in advance to ensure material meets our quality assurances and security measures.

Providers are welcome to leave copies of their prospectus' or course literature and we will distribute them to relevant students and have them available in our careers library.

Students can drop into our careers library to access this information or will be provided relevant information in their careers guidance interviews.

We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through direct Email, parent-mail or promotion in our school newsletter.

## **Link Documents:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/748474/181008\\_schools\\_statutory\\_guidance\\_final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf)