

## HOWDEN SCHOOL Careers Policy



### Effective Date:

June 2022

### Review Committee:

Local Governing Board

### Review Date:

June 2023

### Owner:

Careers Lead

### Rationale

The following policy has been developed in response to the DfE statutory guidance 'Careers Guidance and access for education and training providers' January 2018.

The aim of this policy is to ensure a secure platform from which Careers Education, Information, Advice and Guidance (CEIAG) is delivered to all students. Howden School recognises that (CEIAG) makes a significant contribution to preparing our students to take their place as suitably qualified and responsible adults within society, who can make informed choices and achieve personal and economic wellbeing throughout their lives.

We aim to ensure that our students are self-confident, skilled and career-ready. This will be achieved through a programme of high quality activities, advice and guidance. Howden School has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers December 2018). This includes the following:

- Use the Gatsby Benchmarks to improve careers provision
- An obligation to provide independent careers guidance from Years 8 to 11
- Providing all young people with a stable and structured careers programme
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 11
- Appoint a named person to the role of Careers Leader
- To publish details of the careers programme for young people and their parents. The programme aims to raise aspirations, promote equality and diversity and challenge misconceptions and stereotyping.
- To ensure that we make effective use of local and national labour market information we have available to us.

### Content

Howden School endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2018)
- The Education Inspection Framework (2019)
- CDI Framework for careers, employability and enterprise education (Jan 2020 & April 2021)
- Expectations as laid out in the Quality in Careers Standard

- Any other relevant guidance from DfE, QCA and Ofsted as appropriate.

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the school is committed to ensuring that the eight benchmarks of good practice are in place. These eight benchmarks are:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

Howden School is committed to maintaining recognition of the quality of our programme through re-designation of our Quality in Careers Standard award.

We are committed to providing a planned programme of CEIAG which recognises the important role that careers education/work-related learning plays in preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

### **Student requirements**

Students at Howden School will benefit from the following:

- Meaningful encounters with employers to aid student understanding of the job market and what is required to be successful at work
- Access to a variety of activities that informs and inspires them, including drop down days, assemblies, employer talks, careers fairs, motivational speakers, planned visits to organisations, colleges and universities. This is supported by links with local employers which helps to improve attitudes and employability skills
- Access to a range of local employers where students learn about the range of roles and opportunities available to them
- Work experience provision where it is appropriate and beneficial
- Face to face careers advice provided by our impartial external Level 6 qualified Careers Advisor to advise on options available at Post-16.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET
- Post-16 financial support information and what is available to them
- Information, including local Labour Market Information from a range of agencies to develop a smoother pathway between education and work
- Activities during Tutor Time in all year groups that promotes awareness of a wide range of career opportunities and progression routes
- Careers education within the PSHCE scheme of learning
- Discussions with tutors regards to careers prior to Year 8 options. Individual career guidance for vulnerable learners or following parental request prior to year 8 options.
- Career and work-related activities within subject areas
- Tailored support for all statemented and EHCP students through their annual reviews
- Displays around the school

Students at Howden School have access to a variety of resources including Log On Move On, National Careers Service and iCould for use from KS3 to KS4. Students are encouraged to visit the school website for further guidance in the careers section.

### **Additional Opportunities**

Students in KS4 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Student talks with our alumni network to support current students through decision making and personalised information on specific career paths
- Careers Fair with all local Post 16 providers at.
- Support for parents at Year 9 and 11 parents' evenings and pathways evenings

### **Implementation**

The Careers Leader is responsible to the senior leadership team and meets with them on a termly basis to evaluate the impact of the Careers strategy.

Work experience in Year 10 is planned and implemented by the careers administrator and office staff.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers and have a responsibility to involve careers within their teaching, to work towards raising the aspirations of students. Specialist sessions are organised by the Careers Leader, Learning Managers and the PSHCE coordinator.

The Careers programme is planned, monitored and evaluated by the Careers Leader and Senior Leadership link.

### **Partnerships**

Howden School works in partnership with a large number of local employers, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students.

The Careers Leader works closely with the Careers and Enterprise Company (CEC) Enterprise Coordinator and Enterprise Adviser and regularly attends careers meetings / networking events including the Hull and East Yorkshire LEP Hub meetings, as well as industry specific events in order to ensure they are up to date with industry and labour market information.

### **Monitoring, Review and Evaluation**

All partnership agreements with other partner institutions are reviewed annually.

The school's careers programme is reviewed termly by the Senior Leadership Team who will seek further information from the Careers Leader, PSHCE coordinator and Learning Managers. The focus is to identify gaps and support improvement. The careers link governor will meet termly with the Careers Leader to discuss and review careers provision.

The Careers Leader uses Compass+ to complete a termly review of the programme against the Gatsby Benchmarks.

Activities that form part of the evaluation process are used to inform planning for the next year. Evaluation focuses on how effective the activity has been in aiding students to achieve the intended outcomes. Evaluation draws information from a number of sources including:

- Survey results from students, staff, employers, training providers, Higher and Further Education providers
- Scheduled meetings with the external Careers Adviser
- Pre and post evaluation forms as and when career activities/events happen
- Evaluation of on-going activities at the end of the term or academic year
- Information on intended destinations for KS4 learners

- NEET and destination data

Additional research and evaluation of elements of CEIAG is undertaken regularly, incorporating student voice and observation, parental feedback and meetings with the careers link governor.

### **Resources**

Funding is allocated annually and in the context of whole school priorities and particular needs in careers guidance. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools. In the academic years 2021-22 and 2022-23 catch up funding will be allocated to support impartial external careers advice and guidance meetings.

### **CPD**

Staff training needs are identified in conjunction by the Careers Leader and the Assistant Headteacher, with an awareness of local and national careers agendas. Any training requirements of staff are analysed on an annual basis or during the academic year if required (this is informed by the Self Evaluation, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period of time.

The Careers Leader regularly attends careers meetings, networking and industry specific events as well as accessing funded training in order to ensure they are up to date with CEIAG.

### **Supporting Policies and Related Information**

The policy for Careers is underpinned by a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity.

