

John Port School



Careers Education, Information, Advice and Guidance Policy

Published:
Revised:

1. Introduction

John Port School takes pride in offering students the opportunity for academic and personal success in a caring environment. We are committed to high standards of achievement and behaviour, continuous improvement and the challenge of developing the potential of all our students and staff.

1.1 Rationale

Careers education, information, advice and guidance (CEIAG) helps prepare students for the opportunities and responsibilities of adult working life and helps them make the most realistic choices about their next steps and future employability.

1.2 Context

This policy is informed by the following documents:

- New careers framework (Careers Development Institute, 2015)
- School inspection handbook (Ofsted, June 2015)
- Careers guidance and inspiration in schools – Statutory guidance for governing bodies, school leaders and school staff (Department for Education, March 2015)
- Careers guidance and inspiration in schools (Department for Education, April 2014)

1.3 Related Policies

CEIAG is underpinned by the school's policies for Work experience, Child protection and safeguarding, Equality and cultural diversity, Bullying (Anti-), Citizenship, Special education needs and Staff development.

1.4 Commitment

The school currently holds the Career Mark quality award and is committed to revalidation in 2016.

The school is committed to providing a planned programme of CEIAG for all students in Year 7 to 13 in partnership with external providers and providing an independent Careers Advisor. This includes provision within the curriculum, information provision, continuing professional development for staff, and funding.

2. Aims and objectives

The CEIAG Policy has the following aims:

- To help students learn to understand themselves and develop their capabilities.
- To develop an understanding of the range of opportunities available at 14+, 16+ and 18+.
- To raise students' self-esteem and encourage them to have high aspirations which allow them to achieve economic well-being.
- To support students in making informed and realistic career decisions.
- To help students manage transitions through education and into work.

And will be delivered by the following objectives:

- A programme of CEIAG within enrichment days for all students in Year 7 to 13.
- Statutory requirements for work-related learning addressed through enrichment days, work experience, vocational courses, Citizenship and Life Studies lessons as well as across the wider curriculum. Although no longer statutory, a week of work experience is encouraged during Y10.
- Open access to the careers section within the school library and to online resources.
- Group and individual support from an independent and impartial, guidance qualified Careers Advisor according to need.

2.1 Entitlement

Students at John Port School are entitled to receive:

- clear advice and information about all of the options available, so that they understand what they involve
- support and guidance to help them make choices and complete a career plan for the future
- regular personal support or information on how well they are doing
- help to decide what to do when they leave their course, including further learning, training or employment
- a programme of careers education which helps them to develop skills and knowledge to make choices and the transition to work and learning
- the opportunity to be involved in making decisions about things that effect their learning
- an opportunity to set out an individual learning plan, and
- an opportunity to learn about the world of work.

Students are made aware of this entitlement on classroom posters, displays around school, on digital signage, on the school website and during activities. Parents have access on the school website and during parents evenings.

3. Provision and implementation

3.1 Roles and responsibilities

An Assistant Head Teacher oversees the development and delivery of the schools CEIAG provision and is the line manager of the Achievement Leaders and the Librarian/Careers Coordinator.

The Achievement Leaders are responsible for the achievement of students in their respective year groups, which includes the planning of enrichment days.

The Librarian/Careers Coordinator leads and coordinates CEIAG, including work experience, for all year groups in liaison with Achievement Leaders, careers service providers and the local learning community.

All staff contribute to the CEIAG programme through their roles as form tutors and subject teachers and will be briefed to ensure they are aware of their role in relation to this.

3.2 CEIAG Curriculum

The CEIAG curriculum is provided to all students, who are encouraged to follow career paths that suit their own particular strengths, skills and interests without stereotyping. All students are given the same opportunities and diversity is encouraged and celebrated. The main delivery is through the enrichment day programme which is planned and delivered by Achievement Leaders and our careers provider, supported by form tutors. Elements are also delivered in lessons within Citizenship and Life Studies lessons as well as the wider curriculum.

- In Years 7 and 8 CEIAG focus is on forward thinking and planning and considering the huge range of careers available.
- In Year 9 the focus is on decision making and how this links to strengths, skills and interests, and also to potential career paths.
- In Year 10 the focus is on Work Experience and includes the planning and preparation, the implementation, and the evaluation.
- In Year 11 the focus is on post-16 options and applying for those options.
- In Year 12 and 13 the focus is on post-18 options and applying for those options.

3.3 Information

A wide range of materials on careers and labour market information is available within the careers section of the Library, which is open throughout the school day. The Library is maintained by the Librarian/Careers Coordinator, who is a chartered librarian. Online resources, in particular Cascaid's career guidance tool Kudos, are promoted and made available to students to access across the school site and from home.

At periods of decision making and transition points, students and staff receive information from the Librarian/Careers Coordinator on new and relevant information resources which might be helpful in supporting students' choices, as well as local opportunities.

3.4 Advice

Form tutors offer informal advice through their daily one- to-one contact with students. Advising a student on options will often require signposting an individual to the relevant information resource or source of help. More formal advice to students will take place through the review and target setting process, during which tutors will need to help students understand their options and set and review targets for achieving goals.

Advice is also provided by curriculum teachers, visitors and other professionals working in our school.

3.5 Guidance

Guidance may take place in a number of settings including one-to-one discussions, group activities and the provision of, and support in using, information and online resources, such as Kudos.

In-depth guidance is provided by an independent Careers Advisor from our careers service provider, currently Careerstorch for Year 11's, Sixth Formers and other identified students throughout the year. Details of the arrangements with the careers provider are described in the annual partnership agreement.

3.6 Monitoring, Review and Evaluation

The enrichment day programme is monitored, reviewed and evaluated annually by the Achievement Leaders and the designated Assistant Headteacher.

The Assistant Head Teacher, the Librarian/Careers Coordinator and a representative from the careers service provider will formally review the partnership agreement annually. Termly reviews ensure that both parties are meeting their commitments regarding enrichment days and careers guidance.

Student destinations will be used to assist the evaluation process. This will help to ensure that student outcomes are met by tracking student progress in making well informed and realistic decisions.

Information resources are monitored and updated continuously by the Librarian.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the CEIAG team is fully supporting whole school aims.

3.7 Partnership Working

A partnership agreement is on-going with our careers provider, currently Careerstorch, detailing the contributions to the programme that each will make. We have purchased **25 days** from the service in order to provide a qualified impartial and independent level of guidance to our students as well as the delivery of an enrichment day for Year 8, 9, 10 and 11.

3.8 Consultation, Dissemination and Review

There is a programme of review for all policies within school. The reviews involve all key stakeholders.



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