

Careers Education Policy

From Staff Policies

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Purpose

- To provide a personalised and differentiated careers programme which meets the needs of students at Priory School.
- To ensure progression through the student's stages of career learning, planning and development.
- To promote equality of opportunity, inclusion and antiracism through a professional student-centred careers programme which is fully integrated into the curriculum and is based upon a partnership with students and their parents / carers.

Principles

All young people need a planned programme of activities to help them make appropriate 14-19 choices and manage careers throughout their lives. Schools have a statutory duty to provide careers education in Year 7-11 (Education Bill 2011) and to give students access to careers information and guidance.

Priory School is committed to providing a planned programme of careers education for all students in Years 7-11, together with information, advice and guidance (IAG) in partnership with our careers advisor.

Priory School endeavours to follow the CDI Framework (Careers Development Institute), Careers Guidance and Inspiration in Schools statutory guidance (Dfe, April 2017), and other relevant guidance from the Department For Education (DfE) and Ofsted.

Priory School is committed to maintaining the Quality in Careers Standard for Careers Education, Information, Advice and Guidance (CEIAG).

Detail

Curriculum: The careers education programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Careers Library and on the Priory School website), work-related learning (including work experience) and individual learning for planning and portfolio activities.

Careers lessons are taught as part of the Life Skills, Critical Thinking, Business and Enterprise and Tutor-time programmes.

Policy Details

Legal Status

Non Statutory

Adopted

June 2008

Version Date

June 2010

Last Review

January 2018

Next Review

January 2020

Responsible SMT

PAC

Other focussed events take place on an annual basis, including the Post-16 Opportunities Evening (Term 1), Year 9 Options evening (Term 3) and Sussex Downs taster Day (Term 6). Year 10 students will also take part in two enrichment days focusing on their Business Entrepreneurial Skills which includes careers roles.

Work experience preparation and review (including Applying for Work, Employer Expectations, Health and Safety in the Workplace, Mock Interviews, Job Profiling) take place in Critical Thinking and Tutor lessons.

Students are actively involved in the planning, delivery and evaluation of activities.

Guidance is provided by an external provider, Inspiring Futures, and includes individual and group activities. All staff should, when approached by students, respond with appropriate information and support. All guidance aims to be impartial, confidential (within policy guidelines) responsive to students' needs and based on the principle of equality.

Roles And Responsibilities

The Governors are responsible for:

- reviewing and approving the Careers Education policy on a biennial basis
- ensuring that it meets statutory requirement as defined by the DfE.

Assistant Headteacher (responsible for CEIAG)

- The Assistant Headteacher will ensure that appropriate information, advice and guidance is delivered.
- The Assistant Headteacher will ensure that Careers Education is delivered in accordance with the statutory framework.

Subject Leaders for Life Skills

- The Subject Leaders for Life Skills will design the Schemes of Work signposting the elements of Careers Education covered at each stage; they will monitor and support the delivery of Careers Education across the curriculum.

Subject Leader for Business and Enterprise

- The subject leader will focus on career development from Year 9 through to Year 11.
- They will monitor and support students with their Careers Education.

Assistant Headteacher (Tier 2)

- The Assistant Headteacher Tier 2 will design the Schemes of Work signposting the elements of careers education covered in taught Tutor-Time programme.

Tutors are responsible for:

- the delivery of specific aspects of Careers Education as indicated in the taught Tutor-Time programme.

Careers Advisor is responsible for:

- leading group and individual research sessions
- providing students with advice and guidance in Year 9 (Options) and Year 11 (College / Work applications)

The Work Experience Co-ordinator is responsible for:

- planning and implementing the Year 10 one-week programme
- reporting to the Assistant Headteacher (Curriculum)
- plans and implements the block placements for students following a vocational programme in KS4.

Students are responsible for:

- engaging positively with the Careers Education elements of the Life Skills programme
- attending the KS3 Options and Post-16 Opportunities advice evenings to encourage informed decision-making
- seeking further support from the careers advisor when appropriate.

Parents/Carers are responsible for:

- supporting the work of the school
- attending the Year 9 Options evening
- attending the KS5 Post-16 Opportunities evenings
- supporting their child(ren) identifying appropriate work-placements and completing requisite proforma as requested by the school.

Monitoring And Evaluation

The Assistant Headteachers with line-management for Life Skills, Critical Thinking, Business and Enterprise, and the Tutor Programme will monitor the development of provision through discussion at Curriculum Leader meetings and via the Curriculum Area Review process (lesson observations, scrutiny of work, pupil interviews).

The Assistant Headteacher with responsibility for CEIAG will monitor provision through discussion with Subject Leaders for Lifeskills, the careers advisor and parent and pupil feedback.

The Governing Body will monitor the delivery of careers through regular reports to its Teaching & Learning Committee.

Related Documents & Location

Life Skills CEIAG - sample lesson plan

Tutor Programme CEIAG - Unit of Study

Related Policies

- Curriculum Policy
- Teaching and Learning Policy
- Citizenship Policy

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