

Kirkburton Middle School

Careers Policy



Responsibility:	A Greenleaf
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Last reviewed on:	January 2021
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Next review due by:	January 2022
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Approved by:	Governing body
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Legislative Compliance

This policy complies with the statutory duty to ensure that all registered students at the school are provided with independent, impartial careers guidance from Year 6 (10 to 11) to Year 8 (12 to 13). It has been written as guidance for staff, parents and carers with reference to the following guidance and documents:

- Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff (January 2018)
- Special educational needs and disability code of practice: 0 to 25 years 2014 (updated May 2015)
- Gatsby Benchmarks

This is a summary of the key changes in Careers 2020-2021 due to Covid-19.

Due to the change in circumstances this year Trips out of school are being advised against, therefore most of the Careers assemblies and visits will be done virtually. Staff will have training via PPT and TEAM meetings and students will have assemblies in their classrooms. These have been prepared and presented by A.Greenleaf the Head of Careers. All students will still work in their Career booklets, which will increase their knowledge and understanding of the world of work and the important skills needed to be more employable in the future. Our Year Eight students will receive virtual tours of our local universities, sixth form, vocational and UTC colleges. Students will also learn about the local labour market and Apprenticeships through virtual presentations. As our libraries are not in use at the moment for our students to look through books and leaflets about Careers, they will be kept up to date through regular emails and Facebook. A SEND handbook has been produced to give advice for parents and an independent life skills book has been compiled as an alternative to some of the Careers booklets. We may on occasion have visitors in school, but we assure you it will only be done when a Risk Assessment has been filled out and all rules pertaining to social distancing can be adhered to. A.Greenleaf is currently in discussions with a company who are going to help build a virtual Careers fair, with the aim to work live with employers on a question and answer session. It is hoped that near to the end of the year we may have the possibility of actually attending visits to some local places of higher education and workplaces but this is subject to Covid-19 restrictions and Government advice. Throughout this difficult time, when our students may be more anxious about their future, A.Greenleaf would like to assure parents that the Careers provision at Kirkburton Middle School will still ensure that all students have an extensive amount of information available to them, so they can really start to think about the route they wish to take in the future and all the exciting careers opportunities available to them.

AIMS

At Kirkburton Middle School we aim to provide all students with an education that enables them to:

- Achieve their best
- Become confident, resilient individuals who will lead fulfilling lives
- Make a successful transition into adulthood, whether into employment, further or higher education or training

It is our duty to make it possible for our students to engage proactively in decisions about their education pathways and their journey to a career, in a rapidly changing world.

OBJECTIVES

- To ensure that all students have equal access to independent careers guidance, presented in an impartial manner
- To help every student develop high aspirations and consider a broad and ambitious range of careers
- To inspire every student through real-life contacts with the world of work in order for them to understand where different choices can take them in the future
- To provide information on the range of education or training options, including apprenticeships and other vocational pathways
- To promote the best interests of every learner

Further Reference/Linked policies

- Equality Policy
- SEN Policy
- Curriculum Policy

Introduction

CEIAG refers to a range of activities and interventions that help young people to make the right choices. This includes impartial advice and guidance at key transitional times for young people and access to up to date information on careers and other issues affecting their well-being and staying on in learning.

CEIAG should help students develop skills, attitudes and attributes which will enable them to be effective in a variety of adult occupations and roles. Effective careers education, information, advice and guidance raises aspirations, enables students to make informed choices and helps them achieve their potential. It can help young people and their parents make informed decisions about the number of opportunities available. It can equip young people to meet challenges positively and to learn throughout life.

All young people need information, advice, guidance and support in making informed and realistic choices regarding their future life and the many roles they will take. Young people who are uncertain or unrealistic about career ambitions are three times more likely to spend significant periods of time not in education, employment or training (NEET). Providing high quality careers services ensures that young people can select educational routes (and then begin their working life in a job) that are suitable for them. This will help young people to develop skills employers want to match the needs of our economy.

Therefore, Kirkburton Middle School is committed to providing a planned programme of careers education and information and guidance for all students from Years 6 to 8 with a strong emphasis on partnership between the school, Calderdale and Kirklees Careers Service, parents, further and higher education providers and employers.

Guidance is the process of helping young people to be able to make choices about their personal, social, educational and vocational development. The school has a significant contribution to make, along with parents and other support agencies in providing an effective programme of careers education and guidance. The process is developmental and continuous and all staff contribute alongside external agencies working in partnership.

Aims of the Kirkburton Middle School CEIAG programme:

- To encourage all students to recognise and value their own skills and abilities and to appreciate their relationships with, and responsibilities towards, other people, the community and environment

- To develop the skills that will help them to make informed and realistic choices for their future
- To enable students and parents to be aware of the alternatives and opportunities open to them at different stages of their life and to raise aspirations
- To develop the skills, including communication and confidence that will be needed in new roles and situations
- To encourage understanding and experience of the world of work through Work Related Learning and enterprise activities
- To promote equality of opportunity in respect of race, religion, gender and special needs disability
- To develop students' capabilities and to help them to understand their own needs and abilities
- To encourage students to investigate career opportunities locally, nationally and internationally through direct experience of the world of work, work related learning and enterprise activities
- To encourage students to implement their career plans

Careers education provides a way of developing knowledge, understanding and experience of opportunities in education, training and employment. It aims to develop skills needed to make improved decisions and it is a way of helping students to apply knowledge, understanding and skills to their own circumstances. Best practice provision integrates careers guidance with a well-planned programme of careers education.

Expectations

Students should expect:

- To be told about key people who can help with education, career and any other personal, health or financial issues
- To receive information on the KS4 options and the routes after year 11 and beyond
- To know how to access information
- To be given opportunities to participate in planning and improving information and advice services

Help should:

- Be quickly and easily available
- Respect individual needs
- Be confidential
- Instil confidence in order to plan the next step
- Be impartial with all relevant options being considered
- Signpost the National Careers Service and local websites where appropriate

To ensure quality and demonstrate it meets robust national standards the school will work towards achieving the C&K Quality Standard for CEIAG validated against the "Quality in Careers Standard".

Wherever possible, parents and carers are informed and encouraged to take an active part in the CEIAG of their children. Use of the school website also allows current information to be given to parents.

CEIAG Delivery

Organisation and Content

The CEIAG programme is designed to meet the needs of all students. The school actively promotes personalised learning approaches in order to raise aspirations and to breakdown cultural and economic barriers, to enable all students to fulfil their potential.

All students are encouraged to develop an understanding and awareness of equality in relation to gender, ethnicity/religion, disability, age and sexual orientation.

Specific aspects of CEIAG will be delivered in a range of ways including:

- A planned careers education programme delivered through the curriculum in PSHCE (Personal Social, Health and Citizenship Education) *
- Personalised guidance through Evaluations/questionnaires for students and parents.
- Curriculum enrichment activities e.g. work related learning talks by visiting speakers, activities in and out of school, trips and visits to HE institutions, planned cross curricular and collapsed timetable activities, careers events and the annual 'Careers Fair' at Kirkburton Middle School.

Where possible and appropriate all events and interactions will be delivered virtually. All visitors to school must abide by our COVID-19 guidelines, which can be found on the Kirkburton Middle School website.

*Further information on schemes of work are available on request via the school Office.

Provision for Learners with Special Educational Needs and/or Disability (SEND)

Close links with the Co-ordinator (SENDCO) ensure that equal opportunities and inclusion are addressed. Reference should be made to the SEND Code of Practice 2014 and the school's SEN and Equality policies. Learning Support staff support identified students and suitable material is provided.

The Library has a small section for careers and also has appropriate, differentiated and personal material.

This is not being used this year due to the current circumstances but the students have information in their planners as to where they can find information on websites and parents are regularly updated with information via email and Facebook.

All staff contribute to the careers education, information and guidance programme through their roles as form tutors and subject teachers. Teachers of PSHCE have specialist knowledge and experience to deliver CEIAG content through their schemes of work and are led by Head of PSHCE. Additionally, group and individual work sessions are prepared, delivered and led by the Careers lead and other staff in school.

The Head of Careers will ensure that staff are updated and given the appropriate training either through formal requests or informal sessions. There are regular links with identified personnel to ensure individual needs are met. Key pastoral staff such as Heads of Year and Form Tutors and SENCO feed in information to support the guidance process. Overall responsibility is given to the Head of PSHCE and Careers to ensure the CEIAG programme is updated and developed, under the line management of the Headteacher (Educational Provision), who also maintains links to key governors and trust partnership members.

Resources

There is an annual allocation of money for CEIAG resources. Relevant resources are available. Pupil Premium and disadvantaged students will not have to pay for visits to universities and colleges. Professional development is emphasised and provided in line with the school's commitment to CPD. In house training is ongoing for newly appointed staff and

designated bespoke training is delivered for specific issues related to the CEIAG curriculum. The Head of PSHCE and Head of Careers ensure that staff are updated and given the appropriate training; either through formal requests or informal sessions and through attendance at pastoral team meetings, as appropriate. Links to useful information for students, parents and staff are regularly shared through the school's social media feeds.

Monitoring , Evaluation and Review

The Headteacher (Educational Provision) is responsible for reviewing the school's CEIAG provision annually. The school CEIAG programme is reviewed and adapted to ensure it continues to meet the needs of students. Monitoring and evaluation of in-school CEIAG is carried out on an informal basis between the Head of PSHCE and Head of Careers and Headteacher. Feedback from staff, students, parents and year teams also helps in evaluating the CEIAG programme.

Student voice is encouraged through the use of Evaluations, Google review and questionnaires. To ensure quality, the school will actively work towards the C&K Quality Standard, nationally validated against QiCS. (Quality in Careers Standard.)

Some further useful websites and publications: www.nationalcareersservice.direct.gov.uk

www.ckcareersonline.org.uk

www.careersandenterprise.co.uk

www.cegnet.co.uk

www.thecdi.net

www.careersengland.org.uk (for information on QiCS)

www.education.gov.uk (for information on Raising the Participation Age)

www.parliament.co.uk (House of Commons Briefing Paper Number 07236, 9 June 2017:

Careers guidance in schools, colleges and universities)

www.ncsyas.co.uk

Key Staff

Head of Careers- Adele Greenleaf

Head of PSHCE- Donna Johnson


Approval and review

Complied by A. Greenleaf - December 17th 2019

Approved by Christopher Taylor

Approved January 2021 by Governors at Curriculum and Standards Committee

Next review: February 2022

Signed:  Victoria Green Chair of Governors
Natasha Greenhough - CEO of Multi-Academy Trust.

CEIAG Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 6-8 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Where possible and appropriate all events and interactions will be delivered virtually. All visitors to school must abide by our COVID-19 guidelines, which can be found on the Kirkburton Middle School website and we reserve the right to reschedule and / or cancel all events and activities should circumstance changes.

Management of provider access requests

Procedure

A provider wishing to request access should contact Adele Greenleaf, Head of Careers, Tele: 01484 865444; Email: agreenleaf@kirkburton.com / Chris Taylor Headteacher, Tele 01484 222737 Email c.taylor@kirkburtonmiddleschool.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils.

Where possible and appropriate all events and interactions will be delivered virtually. All visitors to school must abide by our COVID-19 guidelines, which can be found on the Kirkburton Middle School website and we reserve the right to reschedule and / or cancel all events and activities should circumstance changes.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Where possible and appropriate all events and interactions will be delivered virtually. All visitors to school must abide by our COVID-19 guidelines, which can be found on the

Kirkburton Middle School website and we reserve the right to reschedule and / or cancel all events and activities should circumstance changes.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.


Approval and review

Complied by A. Greenleaf - December 17th 2019

Approved by Christopher Taylor

Approved [January 2021] by Governors at Curriculum and Standards Committee

Next review: [February 2022]

Signed:  [Victoria Green] Chair of Governors
Natasha Greenhough - CEO of Multi-Academy Trust.