

CAREERS POLICY



This policy includes an overview of the current provision at Longbenton High School in terms of Careers Education, Information and Guidance, along with the developments that will be introduced this year.

RESPONSIBILITY:	Deputy Headteacher
IMPACT ASSESSMENT:	School Policy
GOVERNING COMMITTEE:	Curriculum
REVIEWED:	January 2022
RATIFIED:	March 2022
WEBSITE:	Yes
REVIEW:	Annually

INTRODUCTION

Longbenton High School represents a culture of high aspiration, high expectation and success. Careers Education, Information, Advice and Guidance (CEIAG) is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements whilst at school and beyond. We are committed to providing a planned programme of careers education for all students in years 7-13 to prepare students for the opportunities and challenges of adult and working life.

All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them.

The careers programme is shaped by the Gatsby Benchmarks and the statutory guidance. The Deputy Headteacher is responsible for the leadership of CEIAG within school and has taken part in the Teach First Careers and Employability Leadership Programme. The school successfully applied to become a part of the North East Ambition Careers Hub, and is also part of both local and regional careers networks.

A key focus is that careers should be seen to be everyone's responsibility within school, and subject staff are expected to include reference to careers and employability skills within their subject areas, increasing their relevance to students. External partnerships are developing, but the key priority is that all activities are sustainable and are not just 'one offs'.

A Careers governor takes an active role in the development of careers education and visits the school regularly.

VISION

Every student, regardless of their background or ability, will leave Longbenton High School with a comprehensive knowledge and understanding of all of the opportunities available to them in the world of work, and the skills and ambition that ensures they follow a pathway that allows them to be as successful as they possibly can be.

STRATEGIC OBJECTIVES

- To increase the number of sustainable relationships the school has with external organisations to ensure that **every** student has a full range of meaningful encounters throughout their school life which helps to increase aspirations.
- To increase the understanding of Parents and Carers so that they feel confident to effectively support their child and the work of the school, leading to all students moving on to successful and ambitious pathways.
- To develop a system to comprehensively track CEIAG throughout a student's time at school and for at least 3 years afterwards, providing records that support a student's next steps and allow the school to effectively monitor, evaluate, and continually improve its provision.

THE CURRENT CAREERS PROGRAMME

Careers Education, Information and guidance is delivered to students through PHSCE lessons, Careers & Guidance lessons at KS4, subject lessons, and stand-alone careers events which may involve students coming off timetable, or participate in activities after school. The outline below does not cover all activities as the school responds to opportunities as they arise.

	Autumn Term	Spring Term	Summer Term
Year 7		<ul style="list-style-type: none"> TyneMet College Activity 	<ul style="list-style-type: none"> Employee visits
	PHSCE Lessons <ul style="list-style-type: none"> Year 7 Action Plan 1: Strengths & Weaknesses What is meant by a Career? Jobs @ LBHS Careers Top Trumps Public / Private / Voluntary Sector Higher Education KS4 Qualifications & Post-16 pathways 		
Year 8		<ul style="list-style-type: none"> Careers Speed Dating 	<ul style="list-style-type: none"> TyneMet College Activity
	PHSCE Lessons: <ul style="list-style-type: none"> What makes a good leader? Apprenticeships Different careers pathways Finance & budgeting Wages Skills 		
Year 9	<ul style="list-style-type: none"> Assembly to introduce Connexions advisor. (Carolyn Bradshaw) Destination Success and The Buzz Quiz presentations. 	<ul style="list-style-type: none"> KS4 Curriculum Choice process (Assemblies, parent information evening, individual guidance.) Barclays Life Skills Workshops. Cambridge University Workshop. 	<ul style="list-style-type: none"> Barclays Life Skills Workshops
	PHSCE Lessons: <ul style="list-style-type: none"> What are my aspirations? What are my skills & talents? Matching subjects to jobs ICT task: i-could website LMI Activity: Jobs of the Future Options task 		

Year 10	<ul style="list-style-type: none"> Introduction to the GlobalBridge programme. 	<ul style="list-style-type: none"> DWP presentation 	<ul style="list-style-type: none"> Individual interviews with Connexions begin. Employability week Options after Year 11 PSE lesson led by Connexions advisor. University visit.
	PHSCE / Careers & Guidance Lessons: <ul style="list-style-type: none"> Career planning Producing a CV LMI Activity: Jobs of the Future Careers in the NHS Initial presentations from Newcastle College, TyneMet, Kirkley Hall, Military Preparation College etc. Apprenticeship introduction 		
Year 11	<ul style="list-style-type: none"> Initial thoughts survey. Individual interviews with Connexions continue. Post-16 taster day. 	<ul style="list-style-type: none"> Apprenticeship registration. Post-16 choices interviews. Sixth form open evening. Apprenticeship information event. Connexions interviews. NCS assemblies and application information. NextGen Nursing Workshop 	<ul style="list-style-type: none"> Ongoing guidance regarding post-16 choices involving Connexions staff, senior staff, form tutors and learning mentors.
	PHSCE / Careers & Guidance Lessons: <ul style="list-style-type: none"> Behaviours and Practices in the Workplace. Applying for jobs, apprenticeships and college. Going to University Personal Finance ICT based Careers Activity Information sessions from Newcastle College, TyneMet, Kirkley Hall, Military Preparation College 		
Year 12	<ul style="list-style-type: none"> Apprenticeship Connexions presentation. Guidance on CV and letter writing. Profiles set up on job finder websites. Tracking of Plan A and Plan B on Unifrog. 	<ul style="list-style-type: none"> 1 to 1 interviews with form tutor to prepare for interviews if applying for apprenticeships or work. 	<ul style="list-style-type: none"> Begin UCAS Application Process University Open Days Work Experience Week University information evening for parents and carers.
Year 13	<ul style="list-style-type: none"> Completion of UCAS applications. University talks and workshops. 	<ul style="list-style-type: none"> 1 to 1 interviews with Connexions Advisor to prepare for interviews if applying for apprenticeships or work. 	<ul style="list-style-type: none"> 1 to 1 interviews with Connexions Advisor to prepare for interviews if applying for apprenticeships or work.

MONITORING & EVALUATION

Monitoring activities adopted by Longbenton High School include:

- Learning walks
- Lesson observations
- Questionnaires: Students, staff, parents & carers and external agencies will be asked to complete short surveys after each stand-alone activity and at the end of the year. These surveys will be completed using Google Forms and sent via School Comms where appropriate.
- Student voice
- Whole school careers tracking using Compass+
- Work scrutiny
- Planning scrutiny
- Feedback from the personal guidance interviews
- Destination data

APPENDICES

Appendix One:	Roles and responsibilities list
Appendix Two:	Current Gatsby Benchmark Audit
Appendix Three:	Summary Action Plan
Appendix Four:	Destination Data
Appendix Five:	Provider Access Policy


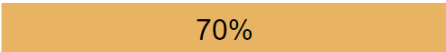
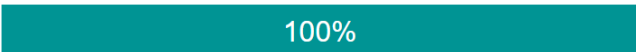
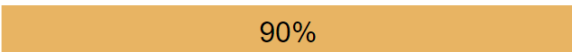
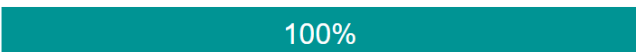
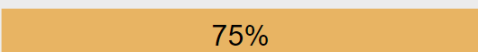
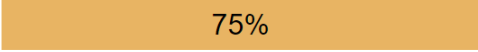
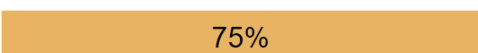

APPENDIX ONE

Role	Member of Staff
Headteacher Line manager of the Careers Leader.	Kelly Holbrook
Careers Leader Is responsible and accountable for the delivery of the school's programme of career advice and guidance.	Karen Gammack
Link Governor Supports the work of the Careers Leader and acts as a 'critical friend'.	Kim Smith
Enterprise Advisors Volunteers from business who works with the Careers Leader to drive improvements in the schools careers provision.	Kate Lovelock
Enterprise Co-ordinator Provides the school with a local source of expertise and support for the careers provision.	Yvonne Hammond
NE Careers Hub Link Provides the school with a local source of expertise and support for the careers provision.	Yvonne Hammond
Connexions Advisors Provide information, advice and guidance to students one-to-one and in groups.	Carolyn Bradshaw
Head of PHSCE Responsible for aspects of careers education delivered through the weekly PHSCE lesson for all students.	Annelise Hardy
Sixth Form Team Responsible for Information, advice and guidance delivered to students in Years 12 & 13.	Ian Williams

<p>Heads of Department</p> <p>Responsible for embedding careers education within their subject areas.</p>	<p>Anne Westgarth (English), Eddie Hunter (Maths), Jen Anderson (Science), Alison Teale (Business & ICT), Mark Charlton (Art & DT), Diane Purvis (Food & Textiles), Kat Lambert (Geography), Louise Skinner (History), Helen Richardson (MFL), Mary Houlton (Music & Drama), Ross Towler (PE)</p>
<p>SENCO</p> <p>Works with the Careers Leader and Heads of Department to ensure students with SEND receive appropriate information, advice and guidance.</p>	<p>Claire Avary</p>

APPENDIX TWO

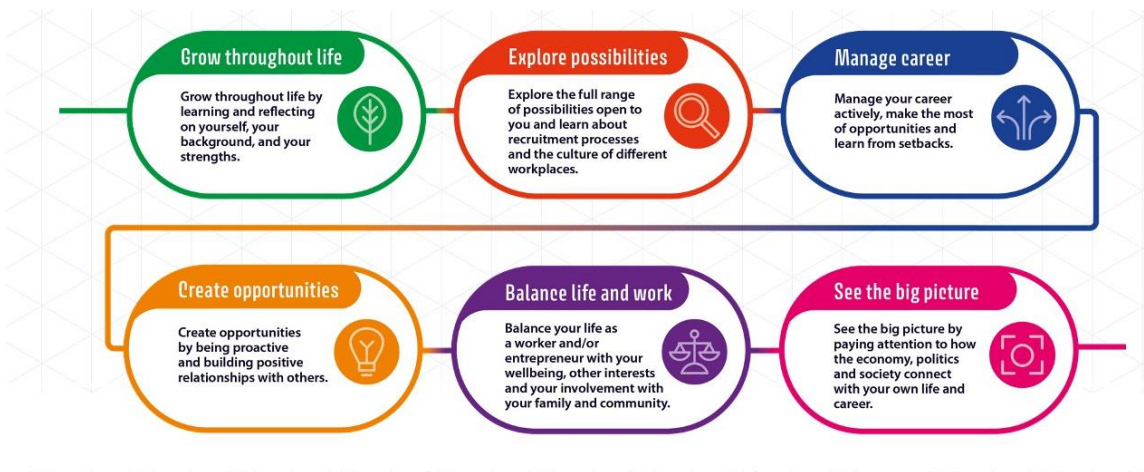
CURRENT GATSBY BENCHMARK AUDIT (March 2022)

Gatsby Benchmark	% achieved in latest evaluation 	% achieved
1 - A stable careers programme	 70%	70%
2 - Learning from career and labour market information	 100%	100%
3 - Addressing the needs of each pupil	 90%	90%
4 - Linking curriculum learning to careers	 100%	100%
5 - Encounters with employers and employees	 75%	75%
6 - Experiences of workplaces	 75%	75%
7 - Encounters with further and higher education	 75%	75%
8 - Personal guidance	 100%	100%

APPENDIX THREE

SUMMARY ACTION PLAN

	Strategic Objective 1: To increase the number of sustainable relationships the school has with external organisations to ensure that every student has a full range of meaningful encounters throughout their school life which helps to increase aspirations.	Strategic Objective 2: To increase the understanding of Parents and Carers so that they feel confident to effectively support their child and the work of the school, leading to all students moving on to successful and ambitious pathways.	Strategic Objective 3: To develop a system to comprehensively track CEIAG throughout a student's time at school and for at least 3 years afterwards, providing records that support a student's next steps and allow the school to effectively monitor, evaluate, and continually improve its provision.
Short Term	<ul style="list-style-type: none"> Links with businesses and other external organisations established with the help of the school's Enterprise Advisors and the NELEP. Join the NECOP project to ensure links are established with local universities. Establish Taster Day for Year 11 students. 	<ul style="list-style-type: none"> Information regarding LMI, future study options, and career paths to be included in all materials such as the Year 9 options booklet and Post-16 information booklet, the work experience booklet given to parents, and other materials. Improve the information for Parents and Carers in the Careers section of the school website. Introduce a system to ensure that Parents and Carers are aware of the individual careers guidance their child has received. 	<ul style="list-style-type: none"> Move to Compass+ to ensure more accurate tracking of school Careers activity. Register all students onto GlobalBridge so that they have a record of their activities. Analyse destination data to understand impact of student characteristics. Liaise with Connexions team to ensure permission is given for 3-year tracking. Develop resources for KS4 Careers & Guidance lessons.
Medium Term	<ul style="list-style-type: none"> Further develop links between external organisations and subject teachers. Develop more formal Alumni input. Widen sixth form taster sessions to students in Years 7 - 10. Provide a wide range of further and higher education 	<ul style="list-style-type: none"> Parents and Carers are routinely informed of all experiences with further and higher education that their child has. Parent & Career information evenings to be a regular feature on the school calendar, and all events to include a careers aspect. 	<ul style="list-style-type: none"> Introduce Skills Builder to Years 7 & 8 Register students in Year 9 and 10 with GlobalBridge to ensure activities are recorded. Work Experience record to be developed to ensure it becomes a meaningful experience that students can learn from.

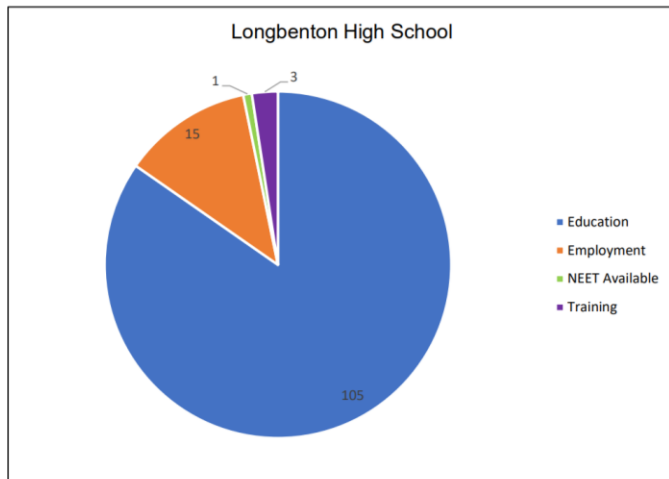
	information to students at KS3 including visits.		<ul style="list-style-type: none"> Three year tracking of students established with the help of North Tyneside Authority and Connexions.
Long Term	<ul style="list-style-type: none"> Re-establish Work Experience for KS4 and KS5 students but adapt to make development of employability skills more explicit. 	<ul style="list-style-type: none"> Secure the sustained engagement of families and carers in their children's career learning and development through the CEIAG programme. 	
Additional Development	<p>The Career Development Institute has created a Career Development Framework which is based on the six aspects outlined below. These need to be incorporated into careers activities from September 2022.</p>  <pre> graph LR A["Grow throughout life Grow throughout life by learning and reflecting on yourself, your background, and your strengths. Icon: Leaf"] --- B["Explore possibilities Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces. Icon: Magnifying glass"] B --- C["Manage career Manage your career actively, make the most of opportunities and learn from setbacks. Icon: Upward arrows"] C --- D["See the big picture See the big picture by paying attention to how the economy, politics and society connect with your own life and career. Icon: Camera viewfinder"] D --- E["Balance life and work Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community. Icon: Scales of justice"] E --- F["Create opportunities Create opportunities by being proactive and building positive relationships with others. Icon: Lightbulb"] F --- A </pre>		

DESTINATION DATA

Our destination data demonstrates the effectiveness of the Careers Education at Longbenton High School.



Longbenton High School 2021 Year 11 Activity Survey



Activity Survey Summary at 1 st November 2021	Gender		Total	Total %
	F	M		
Education	61	44	105	85%
Employment	5	10	15	12%
NEET Available	1	0	1	1%
Training	1	2	3	2%
Total	68	56	124	
Total %	55%	45%		

PROVIDER ACCESS POLICY

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 students in Years 7 - 13 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.

Management of provider access requests

Procedure: A provider wishing to request access should contact the Careers leader Karen Gammack, Deputy Headteacher. Email: kg@longbenton.org.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 students and/or their parents/carers; please refer to the Careers programme and calendar of interventions and events.

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.

Providers are welcome to leave a copy of their prospectus or other relevant course with the Careers leader.

Approval and review to take place every 3 years.

