

# Mountjoy School

## Careers Education, Information,

## Advice & Guidance

## Policy

**March 2021**



This is a Mountjoy School Policy

Reviewed by SLT

Date: March 2021

Date of next review: March 2022

# Mountjoy School

## Careers Education, Information, Advice & Guidance

### Policy

#### Intent of CEIAG at Mountjoy School.

Good quality Careers education, information, advice and guidance (CEIAG) at Mountjoy is essential to preparing young people for the opportunities, responsibilities and experiences of life along with;

- helping them to make a successful transition to adulthood through the development of skills and attitudes that will enable them to be effective adults in the wider community to the best of their ability.
- raising aspirations and supporting them to achieve their full potential.
- empowering them to plan and manage their own futures with the help of significant people.
- encouraging lifelong learning.
- challenging stereotypes and promoting equality, diversity and social mobility.
- enabling them to sustain skills for employability and personal and economic wellbeing throughout their lives.
- working towards meeting the Gatsby Benchmarks.

The **Intent** of CEIAG at Mountjoy School is to offer opportunities for:

- **self-development** – to help students understand and assess themselves, develop their capabilities in managing transitions, set targets and recognise the influences on them;
- **career exploration** – by providing opportunities for learning and work through activities and information sources linked to work related learning, work experience, offsite visits, community learning and enterprise education;
- **career management** – where students, with their families/carers/support staff, apply the knowledge and skills they have developed to make choices and adjust plans to successfully manage change and transition into the next phase of their adult life.

#### Implementation of CEIAG at Mountjoy School:

Governors and staff at Mountjoy School are committed to:

- providing students with a bespoke programme of careers education and information, advice and guidance, appropriate to their needs, throughout their school career, with opportunities at key transition points to access impartial, up-to-date information and expert advice and guidance from both external and internal careers advisors;
- maximising opportunities for students by involving, where relevant, other local secondary schools/sixth forms, employers, FE and HE institutions and chosen professionals in the delivery of the Careers education.
- encouraging parental/carer involvement at all stages through careers interviews, annual reviews and transition meetings, information at key transition points, invitations to attend careers related visits, access to appropriate online resources and careers policy available on the school's website;
- paying regard to relevant guidance from the DfE, Ofsted, Compass and other agencies on improving outcomes for young people.

### **Entitlement:**

The CEIAG programme is designed to meet the needs of all students at Mountjoy School. It is designed to be bespoke, differentiated and personalised to ensure progression through activities that are appropriate to the students' interests, strength, learning needs and development.

All Mountjoy School students are entitled to:

- learn in an environment that values and enhances their knowledge and understanding of the world of work, the economy and the community;
- have comprehensive, relevant, timely and up-to-date information about qualification choices, post-16 and post-18 options (including alternatives to university), enterprise, careers, training and employment opportunities;
- have easy access to advice and guidance which is impartial and broadens their horizons to help them work towards their future and career aspirations;
- work in partnership with their parents/carers, our chosen professionals and other community partners.

### **Leadership and management**

The Careers Lead manages the day-to-day delivery of careers education, information, advice and guidance, in discussion with other staff including:

- Subject leaders (particularly from PCS and Enterprise Education)
- Class teachers
- Phase Leaders
- Senior Leadership Team
- Named governor with responsibility for CEIAG: John Ryde

The CEIAG programme is planned, monitored and evaluated by the Careers Lead in consultation with the staff specified above, although all staff contribute to CEIAG delivery through linking curriculum learning to careers.

Printed careers information, College prospectuses and displays in the Sixth Form building are maintained by the Careers Lead and staff team.

## **Curriculum**

The CEIAG programme for each year group is constructed around a range of activities, experiences and resources including:

- taught careers education lessons
- assemblies
- in-school events (e.g. Post 16 Careers Coffee Mornings, Careers week)
- offsite visits (e.g. Safewise/Carymoor/Magdalen Farm)
- careers talks from employers
- CV workshops and mock interviews
- enterprise schemes
- visits to FE colleges
- visits to local businesses
- activities with other local secondary schools and colleges
- access to online resources and printed information
- participation in Careers interviews with parents/carers
- group work on employability
- both on and offsite work experience placements.

## **Partnerships**

The school works with a range of partners to deliver the CEIAG programme, including:

- external careers advisors from Ansbury (formerly Connexions) who deliver careers guidance to students as and when needed and appropriate to individuals.
- Compass Careers Advisor
- other external providers of Enterprise Education such as SAMEE;
- local employers including STEM ambassadors and Apprenticeship providers;
- FE institutions;
- TADSS Network of Careers Leaders in Dorset Special Schools.

## **Monitoring, review and evaluation**

The annual CEIAG development plan is reviewed regularly by the Careers Lead with the Senior Leadership Team, taking students' views into account where appropriate. Careers interviews are conducted annually.

## **Impact of CEIAG at Mountjoy School**

At Mountjoy school we aim for all students to have had a broad range of experiences offering the opportunity to gain skills in areas that are beneficial to them and their lives after Mountjoy. After following a bespoke, personalised curriculum at Mountjoy, tailored to their individual needs, all of our students leave school with accreditation or qualification based on their personal achievements. Our students follow a range of pathways on leaving school including Further Education, Voluntary or Paid work and out into the community to function as adults with the skills that they have developed.

**A previous student's experience of personalised careers education at Mountjoy School, in her own words:**

"Mountjoy helped me by taking one step at a time to find the right job. I am now volunteering in Early Years 2 days a week and at the YMCA shop 2 days a week. School helped me develop my skills by teaching things in a different way... which made me get it, just like that! I am not as anxious anymore because I can move around in the jobs I do and don't have to be sat at a table writing and reading, I now have other skills."