

Careers Education and Guidance Policy

Pioneer House High
School

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Vision and purpose

Promoting independence and employability skills are an integral part of the mission and ethos of Pioneer House High School. We aim to support the aspirations of all our students and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

Commitment

Pioneer House High School recognises that it has a responsibility to provide careers education in Years 7 – 14 and a duty to provide learners with access to impartial careers information, advice and guidance in years 7 – 14 (Statutory guidance for schools and guidance for further education colleges and sixth form colleges (September 2022)). The school is therefore committed to providing a planned programme of impartial careers education and information advice and guidance (CEIAG) for all students in Years 7 – 14. In partnership with local learning providers, employers, and the Local Authority the school will provide extra support as required for vulnerable learners and young people with Special Educational Needs and Disabilities.

Pioneer House High School endeavours to follow best practice guidance from the Career Development Institute using highly qualified Matrix accredited professionals and other expert bodies such as Ofsted to guide and inform their practice.

We are committed to meeting our statutory duty in relation to careers education by:

- securing independent and impartial careers guidance from a Matrix accredited professional for Y7-14 as required by the 2011 Education Act.
- fulfilling our duties under the Equality Act 2010 to promote equality of opportunity and eliminate discriminatory practices and support children with protected characteristics
- Working in line with the requirements of the Quality in Careers Standard awarded by Inspiring IAG which is a Licenced Awarding Body for the national standard.
- Current priorities
- Our careers strategy is informed by the following priorities:
- supporting individual aspirations, improving attainment and ensuring positive, realistic and sustainable destinations for all students in school
- meeting the individual needs of all our students through the development and implementation of a programme of personalised learning
- developing our students' independence skills, especially those associated with career adaptability, resilience, enterprise and employability
- working with parents/carers, the local community and business partners to meet students' career development needs

Strategy

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy
- identify a senior member of staff to advise the Senior Leadership Team and the Local Governing Body on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders and identified careers staff
- identify key staff to support the management of the day-to-day running of the careers programme with specific responsibilities aligned to this role.
- develop and maintain a Careers, Employability and Independence curriculum action plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD requirements and monitoring, reviewing and evaluating careers education across school.
- commission independent careers guidance services from individuals/organisations that meet the standards set by the Quality in Careers Standard
- set out clearly the contribution expected of all staff including subject teachers and tutors for the delivery of careers learning and planning through regular staff training .

OBJECTIVES

Students' needs

The careers education programme is designed to meet the needs of all students at Pioneer House High School. Activities are planned, differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school.

Entitlement

Students at Pioneer House High School are entitled to impartial and confidential Careers Education Information Advice and Guidance (CEIAG) which is person- centred, delivered by trained staff and meets professional standards of practice. Activities are embedded in the Enterprise, Employability and Independence curriculum and are developed in partnership with students and their parents/carers. The careers education programme at Pioneer House High School aims to raise aspirations, challenge stereotyping and promote equality and diversity.

Management

A named Senior Leader is responsible for co-ordinating the careers programme and undertakes the role of Careers Leader. Student guidance is managed by the named Senior Leader in collaboration with the Independent, Matrix accredited Careers Advisor commissioned to work with the school. Work experience is sourced, managed and implemented by a Higher Level Teaching Assistant employed as the school's Work Experience Co-ordinator in collaboration with the Careers Leader . Work Experience opportunities are also sourced and supported by an additional Higher Level Teaching Assistant with specific responsibility for work based learning (WBL).

Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as pastoral tutors and subject teachers. Careers education is strategically managed, monitored and evaluated by the Careers Leader in collaboration with the independent careers professional, Work Experience Co-Ordinator and TA3 with responsibility for WBL. The School's Enterprise Advisor works collaboratively with the Careers Team in school to support with Employer Engagement.

Curriculum

The careers programme forms part of the Enterprise, Employability and Independence curriculum and includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities and work-related learning. Other focused events, e.g. visits from local Further Education providers and employers are embedded within the programme. The careers programme is underpinned by a fundamental understanding of the local labour market and is reviewed annually in response to local Labour Market Information (LMI). Work experience preparation and follow-up take place in careers and work experience lessons and other appropriate parts of the curriculum. Students in Key Stages 4 and 5 who are studying on the Pioneer House Vocational Pathway have access accredited learning opportunities in Skills for Independent Living, Preparation for Employment and Personal Development and Employability.

Resources

Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding to further enhance the Curriculum offer are actively sought. The school engages positively with external stakeholders to access funded projects which further enhance the existing curriculum offer.

Staff development

Staff training needs for planning and delivering the careers programme are identified in the Careers, Employability and Independence action plan. CPD activities are planned to meet these identified needs with support from the school's Enterprise Advisor and colleagues from the SEND Careers Community of Practice and the Careers and Enterprise Company.

Monitoring, review and evaluation

A framework for monitoring the delivery of the careers programme has been in place since September 2019. The programme is reviewed each term in collaboration with the Careers and Enterprise Company and measured against the 8 Gatsby Benchmarks. Areas for development are continually identified and evaluated with the support of the Careers and Enterprise Company. In addition the school makes use of Compass+ to monitor and evaluate Careers Education across the school and students' progress towards the outcomes of the careers education curriculum is measured, reported and evaluated each term. This data in turn serves to inform the action plan moving forwards.

Partnerships

An annual Service Level Agreement is negotiated between the school and the independent bodies commissioned to provide school with an independent careers guidance professional, identifying the contributions to the programme that each will make. Other partnerships are being continually developed, e.g. with local employers, community groups and local education providers to enhance and enrich the Careers Education offer in school.

Review

This policy will be reviewed by the governing body every two years.