



## Scissett Middle School

Working together, respecting all, because everyone matters

### CEIAG Policy

Signed: Ann Large  
Headteacher

NR.  
Chair of Governors

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# CEIAG Careers Policy

## Scissett Middle School



### 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

### AIMS

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

- Achieve their best
- Become confident, resilient individuals 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, Scissett 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 Scissett 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 16
- 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.

Cross-curricular links are made with appropriate departments and enhanced by Enterprise activities (The charity based Fair at the end of the year – in which the students in Year 7 plan and organise the event to make profit for their chosen charity).

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 RPSHCE (Religious, Social, Personal, Health and Citizenship Education) \*
- Tutor time activities and assemblies
- 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 Fayre'

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

## **School Development Plan**

The focal areas are driven by the School Development Plan. Where appropriate, these are then identified in Curriculum Development Plans to ensure that provision evolves to best meet the needs of all students.

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

Close links with the Co-ordinator (SENDSCO) 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. There is an exciting library for Careers that has been added to the website.

### Key Personnel

All staff contribute to the career's education, information, and guidance programme through their roles as form tutors and subject teachers. Teachers of RPSHCE have specialist knowledge and experience to deliver CEIAG content through their schemes of work. Additionally, group and individual work sessions are delivered and led by the Careers lead (Adele Greenleaf)

The Head of Careers ensures 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 SENDSCO feed in information to support the guidance process. Overall responsibility is given to the Head of RPSHCE and Careers to ensure the CEIAG programme is updated and developed, under the line management of the Head teacher (Educational Provision), who also maintains links to key governors and trust partnership members.

## **Partnership Activities & Support for C&K Quality Standard (nationally validated against Quality in Careers Standard)**

C&K Careers support the school in enhancing the CEIAG provision through INSET, network meetings, advisory sessions, and consultancy e.g., support for the C&K Quality Standard. Links with employers and training providers enhance the programmes where possible.

## **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 RPSHCE and 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.

## **Assessment, Review and Evaluation Monitoring and Evaluation**

The Head teacher (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 RPSHCE, the Head of Careers and Head teacher. Feedback from staff, students, parents and year teams also helps in evaluating the CEIAG programme.

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

**Some further useful websites and publications:** [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

[www.ckcareersonline.org.uk](http://www.ckcareersonline.org.uk)

[www.careersandenterprise.co.uk](http://www.careersandenterprise.co.uk)

[www.cegnet.co.uk](http://www.cegnet.co.uk)

[www.thecdi.net](http://www.thecdi.net)

[www.careersengland.org.uk](http://www.careersengland.org.uk) (for information on QiCS)

[www.education.gov.uk](http://www.education.gov.uk) (for information on Raising the Participation Age)

[www.parliament.co.uk](http://www.parliament.co.uk) (House of Commons Briefing Paper Number 07236, 9 June 2017: Careers guidance in schools, colleges and universities)

[www.ncsyes.co.uk](http://www.ncsyes.co.uk)