



# Careers Education Information, Advice & Guidance Policy

**11<sup>th</sup> November 2019**

**REVIEW DATE: 10<sup>th</sup> NOVEMBER 2020**

## **Introduction**

The Careers Education Information, Advice and Guidance Policy at Sutton House Academy (hereinafter referred to as either SHA or Academy) has been developed to incorporate the aims of the school and recent initiatives in careers education. The planned programme of study helps our students to understand their interests, strengths and weaknesses in relation to the work of work and lifelong education. Pupils also learn about different careers and opportunities for training, apprenticeships and volunteering.

## **Aims**

The focus of Careers Education and Guidance is raising aspirations and equipping pupils with knowledge and understanding, skills and attitudes as a foundation for managing their lifelong career and learning.

## **Roles & Responsibilities**

The careers education programme is managed by the careers education lead which consists of the Careers Lead and the Head Teacher. SHA is on course to establish close working relations with Southend SEN team, and the Careers & Enterprise Company. At SHA, all staff contribute in some way to the careers education programme through their varied roles as tutors, subject teachers or members of the support staff team.

## **Curriculum**

The Careers Lead manages the Careers Education Information & Advice programme and is directly responsible to the Head Teacher and the Advisory Board of the Academy.

Careers Education Information Advice and Guidance comprises the eight Gatsby Benchmarks:

- A stable careers programme.
- Learning from Career and Labour Market information.
- Assessing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.
- Personal guidance.

## **The Programme includes:**

Careers education information and advice embedded through the primary curriculum, by exploring the community and the world outside the Academy. In so doing, pupils become more aware of the different job roles that there are and pupils gain an understanding of how these job functions become relevant to their daily lives. This would result in them having hopes and ideas and would then start to question what they would aspire to be, in the future. Specific careers education lessons within the KS3/4 curriculum. These lessons would work in tandem with some relevant units of work from the Princes' Trust. Dedicated Careers guidance (individual planning and interviews, information and research activities) action-planning and recording achievements.

Mock interview scenarios

Raising aspirations activities

Vocational taster sessions

College visits including, South Essex College; USP (United SEEVIC and Palmers College) and Southend Adult Community College

Extended work placements and volunteering

## **Work Experience**

Work Experience forms a key component of supporting pupils. All SHA pupils in KS4 will be granted the opportunity to go on work experience placements, provided both internally or externally. The practice of work experience is planned and monitored by the Careers Lead. It has been designed in such a way to take full account of the needs of the pupils and to give pupils an insight into the world of work. When pupils return from work experience, there is a discussion and evaluation process by staff and pupils alike. The SHA staff are to visit all pupils and report back to the Careers Lead. Employers will also evaluate the process and feedback to the Careers Lead and pupils. Other focused events that are being looked at, include whole school and class enterprise activities, attendance at markets, trade events (e.g. Opportunity Thurrock and Skills London) and careers fairs. Work Experience preparation and follow-up (including Health and Safety checks; Risk Assessments being conducted to potential workplaces together with stringent measures around Safeguarding) forms an integral part of offering dedicated support to our individual pupils. CEIAG is scheduled to take place within tutor groups together with designated careers lessons within the PSHE framework. It is also intended to highlight CEIAG across the entire curriculum, where there are pointed and deliberate links to other areas of learning, including English, Maths and Humanities. Form tutors also play a pivotal role in supporting individual pupils during tutor time around issues pertaining to careers, employability and independent living. The CEIAG programme at SHA aims to meet the needs of all pupils

at SHA and is differentiated in terms of outcomes, resources and learning styles to ensure that it is appropriate to pupils' stages of career learning and development.

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

An important part of the CEIAG programme is evaluation. It is mainly through evaluation that this policy will develop whilst keeping abreast of national changes to CEIAG Evaluations take place after career-related events so we can assess whether or not career outcomes have been met. Pupils' access to careers-related activities are tracked electronically and are regularly monitored. Assessment takes place through verbal feedback/assessment observation, written evaluations and pupils and employer feedback.

The process of regularly completing and monitoring the Gatsby Benchmark Compass Tool has given us the opportunity to review and evaluate the whole CEIAG programme.

### **Partnerships**

Partnerships are being developed with the SEN Team at Southend Borough Council and local employers who provide work experience placements. Other firm links are also being sought with Post 19 providers and F.E. colleges such as South Essex College; USP (United SEEVIC and Palmers); Southend Adult Community College and University of Essex.

### **Resources**

Funding for careers education is allocated in the annual budget in the context of whole Academy priorities.

### **Staff Development**

Staff training needs are identified annually. Funding for such development and skilling will come from the Academy CPD budget.

### **Parents/Carers**

Parents play a crucial role in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings; transition planning sessions; work experience placements and EHC Plan reviews.

This policy will be reviewed on an annual basis until further notice.

### **Review Date: 10<sup>th</sup> November 2020**

This policy was developed and is being reviewed annually through discussions with staff, pupils, parents, governors and other external agencies.