
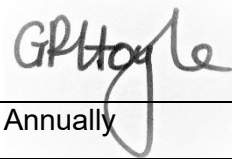


WOODHEY HIGH SCHOOL CAREER AND GUIDANCE POLICY

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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

#TeamWoodhey

At Woodhey High School, we have two key values that drive our actions, our choices and our decisions.

These are:

Respect

We treat everyone as we wish to be treated ourselves; we are all part of the same team

Excellence

We strive to be the best we can be at all times; nothing but the best is good enough for us

Underpinning our values are two clear expectations.

These are:

Respect every member of staff and student in our community, following all instructions without answering back

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

**'Teamwork is the secret that makes common people achieve uncommon results,'
(Ifeyani Enoch Onuoha)**

#TeamWoodhey

Background, context, and ethos at Woodhey High School

All students at Woodhey High School have an equal entitlement to quality Careers Education, Information, Advice and Guidance (CEIAG). This serves to prepare students for choices and transitions impacting their future education, training and employment.

It promotes equality of opportunity, celebrates diversity and challenges stereotypes. We adhere to the Statutory Guidance to schools (January 2018), the Inspiring IAG Code of practice and are working towards the Gatsby benchmarks and the Quality in Careers Standard, as delivered by Inspiring IAG.

The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for

Education's statutory guidance last updated August 2022.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Aims

Woodhey High School careers provision aims to:

- To help students develop an understanding of themselves and other as individuals, including their own strengths and areas for development, abilities and potential, personal qualities, needs, attitudes and values.
- To provide students with opportunities to develop the knowledge, skills and experiences required for further student and employment.
- To prepare students so that they can make informed choices impacting their future.
- To motivate students and raise aspirations.
- To promote equality of opportunity and challenge stereotyping, and to support inclusion.

Objectives

By the end of Year 11, students at Woodhey High School will have had the opportunity to:

- Consider and discuss their own qualities, skills, interests and academic potential.
- Investigate the options open to them Post-16 and to make informed choices about those decisions.
- Receive high quality, impartial and personalised advice and guidance.
- Use action planning to support their career development. To be conducted during PSHE
- Career development lessons and when meeting with Careers Advisors from OurFutures.
- Access a wide range of relevant careers and further education information.
- Develop their understanding of career pathways and market information.

Implementation and delivery

Our CEIAG provision is delivered in a range of ways:

- Through PSHE lessons, delivered once per fortnight by form tutors. CEIAG has been built into the new PSHE curriculum, with specific areas devoted to careers education.
- Through subject lessons, built into their curriculum.
- External speakers during form time, assemblies and special events are scheduled to come in and discuss with students the opportunities that certain careers pathways allow them.
- A Careers Fair and speed networking events hosted in school.
- One-to-one careers advisor interviews for each student at KS4.
- Work shadowing
- Advertisement of enterprise events and open days.

Equality and diversity

CEIAG is provided to all students at Woodhey High School. Provisions are made for those that may struggled to access it at certain times. Students are encouraged to follow careers paths that suit their interests, skills and strengths. Stereotypical thinking about careers is routinely challenged to ensure all students have equal opportunities to engage with our careers programme and to think about their futures.

Resources

- Careers resources are housed within the school library and are easily accessible to students and staff. Resources are audited on an annual basis.
- Careers software, including CV writing packages, are available in the school library.
- Students are signposted to reputable sites online.
- There is a confidential office for one-to-one interviews with a career's advisor.
- Access to reading material and information regarding college applications and courses is available to students in the PSHE Office and in form rooms for all Year 11 students.
- The budget for CEIAG is negotiated annually in line with the CEIAG improvement plan and the need to update materials.
- Students that require additional support are identified by our SENCO, Heads of Year and form tutors.

Provision

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHE programme in Years 7 through to Year 11, which is predominantly form tutor led.

At Key Stage 3, this includes aiming to raise student aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Assemblies are delivered by employers and Post 16 providers and a parent and student information evening on choosing options are also provided. Students will experience Career Fairs that represent the Local Labour Market.

At Key Stage 4, students continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews. This includes a mock interviews with an employer; a week's work experience at a self-arranged placement, supported by a parent information evening; assemblies on Post 16 options including apprenticeships and A-level options. Individual interviews are held with an independent careers

practitioner, who also provides guidance on apprenticeships. Students will also experience Career Fairs that represent the Local Labour Market.

Partnerships, Parents and Carers

Parental/guardian/carers involvement is encouraged at all stages of CEIAG. This is promoted through the school twitter account, website and letters home. Usually, parents and businesses within the local community are welcome to give presentations to students at certain key points throughout the year to help them understand the broad career opportunities that Ramsbottom and Bury have available.

The CEIAG programme is greatly enhanced through links with our local partners who help us make student learning accessible and up-to-date. As well as the links with our external IAG provider, we constantly strive to expand and improve our links with employers and other local community groups.

Our partners also include links to local FE college, UTCs and training providers from around the local area, who will regularly come into school, giving assemblies, handing our information and provide application help guidance at lunchtime events and provide application support to our students.

Careers and SEND provision

Every student with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Students with SEND have an interview with the internal careers leader before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Students can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a student's additional need, advice will be sought from the National Careers Service.

The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

Monitoring and evaluation

The Careers Lead (J Varey) is responsible for reviewing and updating CEIAG at Woodhey High School. This is conducted through learning walks, lesson observations, student voice and through our partnership agreement with the external IAG provider (reviewed annually). All external partners are asked for feedback following any delivery or participation in CEIAG activities. In addition, careers lessons built into our PSHE curriculum are monitored termly via a QA document.