

Policy:	Careers Policy
Date of review:	July 2019
Date of next review:	July 2021
Lead professional:	T. Marks
Status:	Statutory
Name of academy:	Carleton High School

1. Purpose of policy and guiding principles

- 1.1 Careers education, information and guidance (CEIAG) programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life.
- 1.2 The CEIAG programme is designed to be progressive from Year 7 to Year 11 and support students in making informed choices in years 8 and 11
- 1.3 At Carleton High School we aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.
- 1.4 In particular we intend our students to:
 - Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
 - Develop independent research skills so that they can make good use of information and guidance.
 - Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
 - We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices only after completing their higher education course.

2. Commitments

- 2.1 The staff are committed to:
 - The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years.
 - Encouraging students to achieve and to be ambitious.
 - Involving students, parents and carers in the further development of careers work.
 - Working with support agencies so that no student is disadvantaged in gaining access to Education, training or work
 - Meeting all eight of the Gatsby Benchmarks.

3. Provision

- 3.1 Careers includes education, information and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Careers education forms an integral part of the curriculum and is achieved via assemblies, tutor time and individual, targeted opportunities, for example visits to universities or work places and talks with employers.

3.2. All staff are involved in guidance e.g. support during selection of options in Year 8 and College applications

3.3 We are also well supported by our qualified and impartial careers advisers who come into school. Careers guidance interviews takes place on a one to one basis for all students with particular emphasis given to Potential NEET, DA and SEND students

3.4 Careers information and resources are available in school for students to access. Our CEIAG programme aims to guarantee all students who leave Carleton High School at the end of Year 11 have an offer of a place to move onto.

Key Stage 3 provision

Year 7	<p>Careers library introduction Assembly on options 16+ - the different routes students can take Assemblies from local employers Labour Market Index information Assemblies</p>
Year 8	<p>Introduction to University talk from a link university Introduction to apprenticeships talk from the job centre plus Individual careers guidance via online learning tools prior to options evening IAG and options information evening for students and parents prior to making options choices Assemblies from local employers Labour Market Index information Assemblies Use eclips or alternative online platform to support option choices https://www.eclips-online.co.uk/</p>

By the end of Key Stage 3 Students will have:

- An understanding of where at Carleton High School they can go to access careers information.
- An understanding of the different routes to employment available aged 16+.
- Had at least two interactions with employers / HE providers.
- Heard at least two local employers speak during assemblies.
- Had the opportunity to speak with at least two local employers.
- Received careers guidance via an online platform prior to options choices being made.
- Had the opportunity to receive impartial careers advice evening prior to options choices.

3.5 Key Stage 4 Provision includes:

Year 9	Assemblies from local employers Labour Market Index Assemblies University visit or talk from university employees Visit to a work placement
Year 10	Assemblies from local employers Labour Market Index Assemblies University visit or talk from university employees CV writing and employability skills Taster days at Local Colleges Employability skills session
Year 11	Assemblies on study post 16 Assemblies on apprenticeships by Job Centre Plus and “Amazing apprenticeships” Assembly from local employers Assembly from locally successful people Labour Market Index Assemblies Group and 1:1 careers interviews with impartial and external careers advisors Attendance at College open days and evenings Whole Year group attendance at an external careers fair

In addition to the ‘core’ careers programme above, students will also have the opportunity to partake in bespoke activities / schemes on a student by student basis.

By the end of Key Stage 4 Students will have:

- Gained an understanding of the opportunities available to them post 16 locally and nationally.
- Had the chance to be inspired by local business leaders, university employees
Apprenticeship providers
- Produced a CV through the CV writing workshop.
- Had at least one 1:1 careers interview
- Have had at least two employer interactions.

Equal opportunities

Carleton High School is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Students with Special Educational Needs are offered additional careers advice. The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities.

4. Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the school's other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

5. Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved in the options process. All online resources are accessed through links on the school website.

6. Management

The Assistant Head with responsibility for the Curriculum oversees the implementation of the careers programme. The Assistant Head also oversees CEIAG and provision made via external agencies.

7. Resources

The school has accessible careers resources in the library as well as access to private spaces when careers interviews take place. Careers interviews are scheduled for all Year 10 students in the summer term with additional interviews arranged on a case by case basis. Carleton High has links with various local businesses, HE institutions and the Local Enterprise Network, all of whom offer valuable first hand advice and resource to our students.

8. Monitoring, evaluation and review

The careers programme is monitored regularly and amended. Carleton High School will measure the effectiveness of the CEIAG provision by considering both attainment data and destination data for our students at all transition stages.