



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

Name of Policy	Careers Policy	
Lead	Mrs N Thompson, Assistant Headteacher	
Governor Committee	Chair of Governors	
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A POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG)

This policy reflects current practices as of September 2017, which follow the Careers guidance and inspiration in schools document (statutory guidance) published by the DfE in April 2014

Rationale

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

Henley in Arden School offers Careers Support and Guidance through the pastoral system, PSHRE syllabus and outside agencies.

The programme is designed to help young people make informed decisions about their future careers and to aid the development of the skills necessary to accept and adapt to change.

It is the aim of the school:

- To enable the student to develop a self awareness of their strengths and skills
- To encourage the student to make decisions based on knowledge and understanding
- To make students aware of the resources, both material and human, which are available.
- To access knowledge of skills used in different careers.
- To increase awareness of the world of work through industrial links, work experience, Practice Interviews, Careers days and events. These will include talks by adults from outside agencies.
- To enable young people to plan for their future economic independence.
- To heighten the awareness of students of the opportunities available to them when they complete their education post 16 via: for example;
 - Drop Down Careers Days : Enterprise, Apprenticeship
 - Up to date information
 - Post 16 Assemblies/Careers Library and Noticeboards
 - Year 11 Practice Interviews

- CV Building
- Careers Conventions : Skills Show/STEM
- To support students with their transition from Key Stage 3 to Key Stage 4 and from secondary education to their chosen destination.

Commitment

The school will undertake to provide:

Impartial Information Advice & Guidance as part of the Careers Education Programme

The school is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-11, in partnership with local post 16 providers.

The school endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

Student Entitlement Statement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

This statement is designed to help you understand the type of help you can expect to receive.

You will:

- Have advice and support from staff such as your form tutor and the Pastoral Team.
- Be shown and have access to the Careers resources in the Careers Area.
- Be directed to online support where appropriate.
- Have group/individual access to the Personal Adviser linked to this school – **(when brought in on an ad hoc basis)**.
- Have the opportunity to meet adults other than teachers.
- Take part in a work experience scheme.
- Take part in Careers Events.

- Receive presentations from Post 16 providers locally.

Preparing you to make informed decisions about your future is an essential part of the PSHRE Scheme of Work. Such preparation is designed to enable you to:

- Make decisions about your choice of GCSE subjects.
- Develop a growing self-awareness of your strength and skills.
- Develop the skills needed to apply for jobs and to be interviewed.
- Make use of online support
- Gain knowledge of a wide range of further and higher education, training and career opportunities.
- Make decisions about your choice Post 16.

Implementation / Procedures

Management

- The careers programme at KS3 and KS4 is co-ordinated by Nikki Thompson, Administrated by Donna Reynolds and overseen by the PSHRE Coordinator Laura Laszcz.
- Monitoring of the programmes is the responsibility of the Faculty Head for Social Studies (Line manager for Careers) (Mrs. Laura Laszcz)
- This area is supported by a link governor.
- Work experience is planned and implemented by the work experience co-ordinator. Donna Reynolds.

Staffing

Staff contribute to CEIAG through their roles as tutors and PSHRE facilitators. Careers information is available in the Careers Area which is maintained by Nikki Thompson and Donna Reynolds.

Staff Development

Attendance at Careers updates and meetings as necessary. As part of a specific Career development, Dawn Price is driving some renewed enterprise events in liaison with outside agencies for Year 8 and 9.

Curriculum

Careers Days are part of the school's PSHRE programme and as such each Year group has at least one event annually. In addition to this the PSHRE programme delivers other topics as appropriate.

The careers programme includes:

- Drop down Careers Days,
- Career guidance activities (group work and individual interviews),
- Information and research activities ,
- Work-Related Learning (including one week work experience), and
- Individual learning planning/portfolio activities.
- Work experience preparation provided in Assemblies.

Monitoring, Evaluation & Review

- Pupil premium students all receive a Careers Interview. Students at Henley in Arden School who are classified as Risk of NEET (Not in Education, Employment or Training) (RONI) receive targeted continual support for post 16 applications

- HIAS provide a bookable careers interview for support at both Parents Evenings in Year 11.
- A full programme of assemblies from Post 16 advisors is provided for all Year 10 and 11 students annually.
- Monitoring meetings are convened annually with the link governor as part of the ongoing monitoring and evaluation processes.
- Development & Review of Policy & Provision also takes place within school, ensuring consistency and development.