

# SPALDING HIGH SCHOOL



## CAREERS EDUCATION POLICY

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<b>HEADMISTRESS:</b>	<b>Mrs M K ANDERSON</b>
<b>SCHOOL CAREERS COORDINATORS:</b>	<b>Mrs L O'BRIEN (KS3 &amp; 4)</b> <b>Mrs D BUSHELL (KS5)</b>
<b>LINK GOVERNOR:</b>	<b>Mr S WILLIAMS</b>
<b>DATE AGREED:</b>	<b>NOVEMBER 2018</b>
<b>REVIEW FREQUENCY:</b>	<b>Bi-annual (or as regulations change)</b>

### Executive Summary:

This policy sets out the statutory regulations and school procedures for careers education and guidance. As a maintained community school, SHS follows the Lincolnshire County Council agreed practices and regulations. This policy has been written to ensure compliance with Section 42A and Section 45A of the 1997 Education Act and in response to the Department for Education statutory guidance 'Careers guidance and access for education and training providers' (January 2018) and full credit is given to this document.

### Related Policies:

Child Protection	June 2018
Confidentiality	June 2018
Equal Opportunities/Inclusion	Mar 2014
PSHCE and Citizenship	Mar 2016
Assessment, recording and reporting	Nov 2018
Provider Access Policy	Jun 2018

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**Chair of Governors**

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**Date**

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**Headmistress**

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**Date**

## **Section 1: Introduction**

- 1.1 A young person's career is their pathway through learning and work. Schools have a statutory responsibility to provide a programme of careers education for pupils in Year 8 to Year 13. At Spalding High School (SHS) our careers education programme is delivered from Year 7 to Year 13 and in collaboration with a range of external organisations.
- 1.2 The current programme has been developed using 'Careers guidance and inspiration in schools', statutory guidance from the Department for Education (March 2015) and we are currently developing our provision in line with 'Careers guidance and access for education and training providers' (January 2018).

## **Section 2: Aims**

- 2.1 Careers Education at Spalding High School provides a planned, progressive programme of learning activities to help young people to:
  - i. Learn about the structures, systems and factors that guide, shape and influence people's career prospects and career development.
  - ii. Explore how these could affect their future choices, why they need to consider them when making their own career decisions and plans and how they can do so.
  - iii. Develop and practise the self-help skills they need to progress their own career plans and development, including making discerning use of careers information, advice and guidance.
  - iv. Develop high aspirations and consider a broad and ambitious range of careers.
  - v. Make real life contacts from the world of work and understand how these contacts and experiences can help them make decisions about their own futures.
  - vi. Leave school prepared for life in modern Britain.
- 2.2 Whilst much of the delivery and content of the programme is applicable to whole year groups, there are a wealth of opportunities for small groups with similar needs or interests to be supported (for example within the programme of specific talks from employers) or to respond to the distinct needs of individual pupils (for example, the Senior Staff interviews or 1:1 Careers Meetings).

## **Section 3: Delivery**

- 3.1 Careers education at Spalding High School is taught as a module of lessons within the Personal, Social, Health & Careers Education (PSHCE) programme for each year group in Years 7 to 11 and through dedicated Careers Lessons in the Sixth Form. See Appendix 1 for the programme of content.
- 3.2 The Careers Education programme aims to prepare young people for the opportunities, responsibilities and experiences of life, so that they can make and implement well-informed and realistic decisions about their future. Pupils are encouraged to take part in enrichment activities such as work experience, enterprise activities, careers fairs, university visits and attend talks by visiting speakers.
- 3.3 Careers Coordinators and advisors are available to talk to parents and pupils during some Parents' Evenings and Curriculum Evenings. Discussions cover Option Choices, Higher Education, Further Education and Career Options. We work collaboratively with external agencies to ensure pupils have access to appropriate and independent advice. Interviews and drop-in sessions are available with an external Careers Advisors as part of the Careers Plan

initiated in Year 9 and developed through Years 10-13. Careers advice is available on national results days in August.

- 3.4 The School has a service level agreement with an independent Careers Advisor to assist with the development of resources and provide independent advice and support for pupils and parents. The School also works very proactively with EBP and in 2015 were one of the top 5 schools in Lincolnshire for National Citizenship Service. The Duke of Edinburgh Scheme is also successful and highly supported within the School and provides further opportunities for pupils to engage in careers related initiatives.

#### **Section 4: Resources**

- 4.1 Resources are provided by the Careers Coordinators and regularly reviewed for age and content suitability. Programmes of content are reviewed annually.

#### **Section 5: Monitoring and Evaluation**

- 5.1 Lessons are regularly reviewed by the Careers Coordinators and Form Tutors. Pupils evaluate each lesson to allow regular feedback. These comments are used to refine and develop the programme, which is reviewed annually by the Careers Coordinators.

#### **Section 6: Assessment, Recording and Reporting**

- 6.1 Pupils are involved in self-monitoring using reviews and action plans. These are organised as part of the Records of Achievement scheme in combination with response to discussion, observation, questioning and review.

#### **Section 7: Those with medical needs, Special Educational Needs and Disabilities**

- 7.1 Careers Coordinators work closely with the SEND Manager and SENDCo to ensure that relevant advice and support is given to students with special needs, medical needs or disabilities. This is included within Personal Learning Passports (PLPs), Medical Needs Plans or Educational Health Care Plans (EHCs).

#### **Section 8: Reporting to the Local Authority and Department for Education.**

- 8.1 SHS tracks and reports destination data to both the Local Authority and the Department for Education. Destination data is scrutinised and used as a tool to both inspire younger students and reduce the number of students vulnerable to NEET (not in education, employment or training). This data is also presented to the Governing Body.

#### **Section 9: Responsibility of the Governing Body.**

- 9.1 The Governing Body of SHS ensure that the careers guidance provided:
- i. Is presented in an impartial manner.
  - ii. Includes information on the range of education or training options, including apprenticeships and other vocational pathways.
  - iii. Is guidance that will promote the best interests of the pupil to whom it is given.
  - iv. Achieves statutory compliance.
  - v. Promotes best practice.
- 9.2 There is an annual meeting between the Link Governor and Careers Coordinators on the Governors' Training Day. Careers matters are also reported upon within the Governors' Pupil Support Sub Committee.

## Appendix 1: Careers 7-13 Programme of Content

Year Group	Content	Delivery
Year 7	Careers Module via PSHCE: <ul style="list-style-type: none"> <li>• Soft Skills</li> <li>• Careers Stereotyping</li> <li>• An introduction to STEM</li> <li>• ROPA</li> </ul>	3 lessons via PSHCE. Year 7 Curriculum Evening (pupil and parental advice) with input on careers education. Presentation slides available on School website.
	Post 16 and Post 18 Options, including HE and employers.	Careers Fair July 2019.
Year 8	Careers Module via PSHCE: <ul style="list-style-type: none"> <li>• STEM</li> <li>• The Real Game</li> <li>• ROPA</li> </ul>	3 lessons via PSHCE. The Real Game. Year 8 Curriculum Evening (pupil and parental advice) with input on careers education. Presentation slides available on School website.
	Year 8 Charitable Donation Programme.	Entrepreneurial opportunity to plan, deliver and implement a year-long charity drive. An initial investment is awarded and the final total donated to a charity of the groups' choice.
	Post 16 and Post 18 Options, including HE and employers.	Careers Fair July 2019.
Year 9	Option Process	Year 9 Curriculum Evening (Options Evening) / Assemblies. Option & Careers Fair (2 X lunchtimes). Subject specialist talks/leaflets/older students.
	Year 9 Interviews with senior staff.	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor where necessary.
	Careers Module via PSHCE: <ul style="list-style-type: none"> <li>• Initial Careers Plan</li> <li>• Careers talk - Local job market/Careers options/Independent advice.</li> <li>• Child employment</li> <li>• Careers software</li> <li>• CV writing</li> <li>• ROPA</li> </ul>	4 lessons via PSHCE. Year 9 Careers presentation by independent careers advisor covering local and national issues/option choices. Fasttomato computer programme. Careers section of School website.
	Post 16 and Post 18 Options, including HE and employers.	Careers Fair July 2019.

Year 10	<p>Careers Module via PSHCE:</p> <ul style="list-style-type: none"> <li>• Develop Career Plan further</li> <li>• Careers software</li> <li>• Letter of application</li> <li>• Work experience – including health and safety, preparation, interview skills, letters of application</li> <li>• Work experience follow up &amp; de-brief</li> <li>• Careers talk from independent careers advisor</li> <li>• Careers research</li> <li>• Course Explorer 1 in study period followed by whole year group activity for ‘Course Explorer 2’ during PSHCE to investigate progression routes post 16 and 18</li> <li>• ROPA</li> </ul>	<p>10 lessons via PSHCE.  Year 10 Curriculum Evening with input on careers education.  Work Experience presentation.  Fasttomato computer programme.  Careers section of School website.</p>
	Interviews with Senior Staff	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor.
	Duke of Edinburgh Award Scheme.	Volunteering Section and opportunities for skill & knowledge development.
	External Speakers & Employer Talks.	Presentations from visiting speakers (inc ex-students), professionals and external organisations during study periods.
	Post 16 and Post 18 Options, including HE and employers.	Careers Fair July 2019.
Year 11	<p>Careers Module via PSHCE:</p> <ul style="list-style-type: none"> <li>• Update Careers Plan</li> <li>• Careers research</li> <li>• Life in Sixth Form talk</li> <li>• NCS</li> </ul>	<p>4 lessons via PSHCE.  Careers section of School website.</p>
	Information assemblies and talks in lessons.	Assemblies and lesson time.
	Sixth Form Open Evening.	Parents’ and Students’ information evening including university stands and LinHigher. Also presentations from Senior staff, subject specialists and senior students.
	Interviews with Senior Staff.	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor.
	Independent Careers Advisor 1:1 meetings, where required.	Approx. 1 hr including individual careers plan.
	Sixth Form Taster Day.	1 day to experience life in the sixth form, taster lessons and study period.
	Opportunities to visit other providers.	Encouraged and authorised.
	Life in the Sixth Form Talks.	Presentations from Sixth Form Team and Senior staff during PSHCE.
	External Speakers & Employer Talks.	Presentations from visiting speakers (inc ex-students), professionals and external organisations during study periods.
	National Citizenship Service presentation.	Opportunities for skill & knowledge development.

	Duke of Edinburgh Award Scheme.	Volunteering Section and opportunities for skill & knowledge development.
	National Results Day (August).	SLT, senior staff and Careers Advisor on hand to offer support, advice and guidance for progression routes.
	Post 16 and Post 18 Options, including HE and employers.	Careers Fair July 2019.
Year 12	Careers lessons	<p>One lesson per fortnight with DBU.</p> <p>Future plans information (initial ideas regarding post A level progression routes) collected from students and collated in Term 2 to inform requirement for any specific individual support needed and inform planning. This information shared with tutors. Students have 'Useful websites to investigate in the Sixth Form' list in planner. These sites will be used in lessons throughout the year.</p> <p>Lessons (and where appropriate individual support) provide opportunities to research:</p> <ul style="list-style-type: none"> <li>• progression route options</li> <li>• applying to HE, courses</li> <li>• skills and how these can be matched to progression routes</li> <li>• LMI information via Fasttomato</li> <li>• studying abroad</li> <li>• gap years</li> <li>• volunteering</li> <li>• preparing for HE open days</li> <li>• MOOCs</li> </ul>
	PD Programme lessons/talks:	<p>Delivered via PD programme rather than standalone Careers lessons.</p> <p>Sessions on 'Why go to university?', student finance, talks from former students about volunteering, gap years etc.</p>
	Personal Statement writing	Discussed in careers lessons and on Personal Statement Writing Day in June each year. During the day students are given guidance on how to construct statements. Input from outside speakers about personal statements but also other progression routes such as apprenticeships.
	Developing careers plan further / 1:1 sessions	DBU continues with 1:1 sessions or with Independent Careers Advisor where necessary.
	UCAS information evening	Information evening in April for parents and students about the UCAS process. Input from outside speakers from universities regarding applications and student finance.
	Interviews with Senior Staff	<p>To review progress and careers plan.</p> <p>To identify those who need further careers advice or separate meeting with Careers Advisor.</p>
	LCC 1:1 careers meetings	Approx. 1 hr including individual careers plan.
	External Speakers & Employer Talks	Presentations from visiting speakers (including ex-students), professionals and external organisations during study periods on Fridays.
	National Citizenship Service presentation.	Opportunities for skill & knowledge development. The 4-week summer programme involves one week on an outdoors activity residential, one week at Nottingham University learning life skills and planning a charity event, a third week raising money for charity and the final week carrying out a community action project.

	Duke of Edinburgh Award Scheme and Outlook Expedition.	Volunteering Section and opportunities for skill & knowledge development.
	Post 18 Options, including HE and employers.	Careers Fair July 2019.
Year 13	UCAS process	Students continue to work on applications and submit their applications. Tutors work closely with students. Process overseen by DBU and LB.
	Further developing careers plan / 1:1 sessions	DBu continues with 1:1 sessions or Independent Careers Advisor where necessary. Students revisit CV & formal letter writing. Interview techniques and questions are practised.
	Mock Interviews (Rotary, Heads of Dept. and DBU)	Members of the Rotary Club and Heads of Dept. interview applicants for Oxbridge, medicine, nursing, midwifery and teaching. Other students can request to be interviewed as and when interview dates come through. Students are able to request a mock interview with DBU and LB.
	External Speakers & Employer Talks	Presentations from visiting speakers (including ex-students), professionals and external organisations during study periods on Fridays.
	National Citizenship Service presentation.	Opportunities for skill & knowledge development. Opportunities to be a mentor for other participants in the summer holidays.
	Duke of Edinburgh Award Scheme & Outlook Expedition.	Volunteering Section and opportunities for skill & knowledge development.
	Interviews with Senior Staff	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor.
	Independent Careers Advisor 1:1 careers meetings	Approx. 1 hr including individual careers plan.
	National Results Day (August)	SLT and senior staff on hand to offer support, advice and guidance for progression routes.
	Post 18 Options, including HE and employers.	Careers Fair July 2019.