



## POLICY STATEMENT



# Careers Education, Information, Advice & Guidance (CEIAG) Policy

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## 1 INTRODUCTION

- 1.1 It is the policy of King James's School to ensure that all learners have access to impartial careers education, information, advice and guidance. Learners will be encouraged to develop knowledge and understanding of self, roles and opportunities in education, training and employment. Learners will be helped to develop the skills necessary to obtain and handle information, be realistic about personal capabilities and aspirations, and make informed decisions about the future.
- 1.2 King James's recognises that a successful Careers Education and Information, Advice and Guidance programme is a partnership between the school HE and FE establishments, employers, parents/carers and each learner. The guidance provided will recognise the individual needs of each learner and be provided in an independent and impartial manner.
- 1.3 King James's School adheres to the guidelines as outlined in the Careers guidance and inspiration in schools-statutory guidance for governing bodies, school leaders and school staff, March 2015.

## 2 OBJECTIVES

- 2.1 Impartial information, advice and guidance alongside careers education sets out to enable our learners to become effective planners and managers of their own careers in a rapidly changing world of learning and work and should assist students to develop skills in:
  - a. Self Development
    - Understand themselves so that they are self-aware, have a flexible outlook and realistic expectations
    - Develop key skills needed for planning and managing their own career progression
    - Understand opportunities in work, training and further/higher education
    - Know and understand the full range of options available from the various sources of information and guidance both within and beyond the school on completion of their course.
  - b. Career Exploration
    - Understand changes in education, training and employment and the impact of these on career patterns
    - Investigate careers and opportunities in learning, work and leisure, at home and abroad
    - Know where, when and how to access appropriate information, resources, help and guidance
    - Understand equal opportunities.
  - c. Career Management
    - Make realistic but ambitious career decisions
    - Implement career plans
    - Decide on and take next step in career development using appropriate techniques such as action planning, reviewing and recording achievement
    - Manage transition

- d. Aspiration development
- Be inspired and motivated to fulfil their full potential
  - Develop high aspirations and consider a broad and ambitious range of careers.

2.2 King James's has a commitment to those with Special Education Needs and those identified as more able. The Careers Education and information, advice and guidance provided is designed to meet the needs of all students. It is differentiated to ensure progress through activities that are appropriate to students' individual needs.

### **3 STUDENT ENTITLEMENT**

- 3.1 King James's provide the following to which all learners throughout the school have access to:
- Careers education via 'Careers Week', drop down days, etc
  - Careers resources, both visual and internet based
  - Help and advice from a qualified careers advisor during registration, break and lunchtimes
  - Students from Y8 to Y13 are entitled to an interview on request with a school based careers adviser to access guidance which is impartial, promotes equality of opportunity, is easily accessible and delivered by professional qualified staff.

### **4 PARENT/CARER ENTITLEMENT**

- 4.1 King James's is committed to working with all parents/carers to help ensure a smooth transition for all learners:
- Details of who to contact
  - Access to information which is:
    - Unbiased and up-to-date, including current Labour Market Information
    - Covers all the options available
  - Opportunity to discuss career issues at Parent's Evening with a school based Careers Adviser and be involved in the guidance process
  - Essential decision-making timescales and deadlines.

### **5 INFORMATION FOR TUTORS/GOVERNORS**

- 5.1 Access to the following will be made available for tutors and governors:
- Information on full range of option choices at key transition points KS3, 4 and 5
  - Careers software and information
  - Information on help and support available for individual students in each year group and how to refer students for advice and guidance
  - With the student's consent, written feedback from Careers interviews; usually short notes or an Action Plan kept in Careers Office
  - Details of events and developments through bulletins, Year Meetings and electronically on Fronter/e-mail.

### **6 ROLES & RESPONSIBILITIES**

- 6.1 The Careers and Alternative Curriculum Co-ordinator (a qualified career adviser) works alongside the Assistant Headteacher- Pastoral, SENco, 6<sup>th</sup> Form Team, Learning Managers in Years 8, 9, 10 and 11, Head of PSHCE as well as employers, local colleges, training providers and HE institutes

- 6.2 All staff are expected to contribute to careers education, information, advice and guidance through their roles as form tutors and subject teachers
- 6.3 This policy will be monitored by the Governors as part of their regular process of policy review. There is a named link governor for IAG
- 6.4 Careers programme includes ‘focus’ days, such as year 9 Option Choices, Enterprise days, Career Events and extended assemblies
- 6.5 Collate all Year 11 and Year 13 destinations and report information to NYCC. Offer additional support to students who have become NEET and signpost as appropriate.

## 7 CURRICULUM

- 7.1 We have a range of activities throughout the academic year designed to support all students
- 7.2 A range of activities to raise awareness of careers and progression routes:

Year 7	Why we come to school – what we hope to achieve
Year 8	Recognise your skills and abilities –The Real Game
Year 9	How do we decide
Year 10	Career /Enterprise Activities
Year 11	Post-16 Options Activities
Year 12/13	Bite size activities on Post-18 options and transition

- 7.3 Other generic Careers activities are:
- Career Guidance activities – group work and individual interview
  - One week work experience opportunities
  - Career Lessons
  - Career talks delivered by colleges, employers and training providers.

## 8 MONITORING, REVIEW & EVALUATION

- 8.1 The Assistant Headteacher (Student Services) has responsibility for monitoring and evaluating the Careers provision at King James’s School.