



King James's School

POLICY STATEMENT

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

Policy last reviewed (date)	June 2021
Ratified by Governors (date)	June 2021
Next policy review due (date)	June 2024
Due for review by Governors (date)	June 2024
Staff Lead	Assistant Headteacher (CEIAG)

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by to ensure that all learners have access to impartial careers education, information, advice and guidance from KS3 to KS5.

Significant revisions since the last review:

- 1.3 Update to Careers guidance publication date.
- 3.1 Replacement of 'Careers Week' with a structured programme.
- 5.1 Update from Fronter to ItsLearning and addition of calendar to website.
- 8.0 Update to Careers contact email.

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 access for education and training providers statutory guidance for governing bodies, school leaders and school staff, October 2018.
- 1.4 King James's School achieved 'The Quality in Career Standards' award in November 2016. This standard was achieved by developing and delivering a Careers programme which meets all of the eight Gatsby Benchmarks of Good Career Guidance as set out below:
 1. A stable career programme
 2. Learning from career and labour market information
 3. Address the needs of each pupil
 4. Linking curriculum learning to careers
 5. Encounters with employers and employee
 6. Experiences of the workplace
 7. Encounters with further and higher education
 8. Personal guidance

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

All registered pupils at the school are provided with independent careers guidance from year 8 to year 13, which is presented in an impartial manner, showing no bias or favoritism towards a particular institution, education or work option providing information on the full range of options including educational, apprenticeships and technical education routes. All students receive guidance that the person giving considers will promote the best interests of the pupils to whom it is given.

- 3.1 King James's School provide the following to which all learners (including year 7) throughout the school have access to:
- Careers education via a structured program via PSICHE, School based Career Fair, dedicated information sessions including drop down days at key transition points delivered by both internal and external bodies
 - Access to Careers resources, both visual and internet based
 - Help and advice on a drop in basis from a qualified (to level 6) careers advisor during registration, break and lunchtimes. Students can also contact the Careers Adviser via email.
 - Drop in sessions with a range of employers/employees, training providers, colleges and universities
 - 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 (to level 6) 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:

Parents can access the Careers Manager directly by contacting 01423 866061 or by email on careers@king-james.n-yorks.sch.uk, to request information or request a careers meeting this is available to all year groups.

Parents have the opportunity to be invited to attend their child's career appointment

- 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 and Option Evenings 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 staff briefing, bulletins, tutor meetings and electronically on ItsLearning/e-mail and Careers Calendar located on the school website

6 ROLES & RESPONSIBILITIES

- 6.1 The Careers Advisor (a qualified L6 career adviser) works alongside the Assistant Headteacher-Pastoral, SENCo, 6th Form Team, Learning Managers in Years 8, 9, 10 and 11, Head of PSHCE as well as employers, local colleges, training providers and HE institutions
- 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 The 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
 - Careers Lessons
- Career/option information talks delivered by colleges, universities, employers and training providers.

8 PROVIDER ACCESS

King James's School arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about providers' education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997

Procedure

A provider wishing to request access should contact the Careers Advisor on 01423 866061 or via careers@king-james.n-yorks.sch.uk

Opportunities for access

A number of events, within the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. The programme will continue to be available on the school website and updated throughout the academic year as required.

Providers are welcome to send their prospectus and other supporting information into school to be made available to students/parents in the Career Resource Centre.

9 MONITORING, REVIEW & EVALUATION

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