



# Ash Manor School

## Careers Policy

<b>Governors' Committee Responsible:</b>	Experience
<b>Nominated Lead Member of Staff:</b>	Designated Assistant Headteacher
<b>Status &amp; Review Cycle:</b>	Annual
<b>Next Review Date:</b>	November 2022
<b>Document Version Control:</b>	
V1.0 November 2021	

## Introduction

This policy has been produced in response to Ash Manor School Development Plan Target 3: *'Improved resilience at Post-16 provision ensure students sustain their destination'*, and in light of new statutory guidance for governing bodies, school leaders and school staff published by the DfE in January 2018, *'Careers Guidance and Inspiration in Schools'*.

Ash Manor School is committed to our statutory duty to provide careers education, information and guidance to students in Years 8 to 11 and ensure that all students have access to impartial, inspirational and aspirational careers information, advice and guidance in accordance with the 1997 Act, 2003 Regulations, 2008 Act, April 2014 Statutory Guidance, and January 2018 Statutory Guidance.

## Aims

The school aims to prepare all students for their futures by providing independent information, advice and guidance, thus ensuring successful progression to Further and/or Higher Education, training and work (including apprenticeships).

Ash Manor School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities. This policy will outline our commitment to our students as well as how we aim to improve our provision and work towards meeting the Gatsby Benchmarks recommended by the Department for Education.

## Careers plan

Benchmark		Proposed actions
1	Providing a stable careers programme	<p>The school will agree a careers strategy and careers programme designed to meet the needs of all students. This will be supported and agreed by SLT and the Governing Body.</p> <p>This policy and the careers programme will be published on the school website where it is available to students, parents, staff and employers.</p> <p>Feedback on key events and the careers programme overall will continually be gathered and evaluated to improve future offerings.</p> <p>Developmental points will be added to the plan annually to show how the school is responding to feedback.</p>
2	Learning from career and labour market information	<p>Students will have opportunities throughout the year to investigate different career options.</p> <p>Labour market information will be made available via the Virtual Careers Classroom which can be accessed by all students using</p>

		their Ash Manor email. This information can be accessed from home allowing students to share it with their parents.
3	Addressing the needs of each pupil	<p>The Skills Builder programme during tutor time will support students to gain confidence and develop skills to support future life and work opportunities.</p> <p>Records will be kept of each students extracurricular visits and personal development day activities to build their personal portfolio.</p> <p>Destination data will be collected in Year 11.</p>
4	Linking curriculum learning to careers	<p>Each department has a designated ‘careers champion’ who is responsible for ensuring each departments’ policy is up to date and published on the website. Each policy details where each department is linking their curriculum to careers and providing other opportunities such as visits, case students, guest speakers and workshops.</p> <p>CPD is provided to NQTs and additional support is available to all departments to support this by the Careers Leader.</p>
5	Providing encounters with employers and employees	The careers programme will include events and challenges throughout the year that will ensure all students have at least one meaningful encounter with an employer every year of their time with Ash Manor School. This will be facilitated through Personal Development Day activities, in-school visits and talks, extra-curricular visits and workplace visits.
6	Providing experiences of workplaces	<p>In Year 10 all students are active participants in the process of choosing workplace experiences that will fulfil their needs and interests.</p> <p>The school monitors the quality of placements offered and students are prepared well for the experiences they are about to have through assemblies and tutor-time activities.</p> <p>After the experience, students undertake structured reflection to reinforce what they have learned.</p> <p>Employers provide valuable feedback to the school and student, details of which is then fed into the ‘Big Interview’ at the start of Year 11.</p>
7	Providing encounters with further and higher education	The careers programme will provide opportunities for students to participate in encounters with FE and HE providers, training and apprenticeship providers via PD Days, Post 16 events, assemblies, talks, curriculum support and visits. This will be particularly concentrated in Year 10 and 11 where students will be provided targeted opportunities.
8	Personal Guidance	Each student receives an interview with an independent careers advisor trained to the appropriate level. These interviews occur between Easter of Year 10 and Christmas of Year 11. To maximise

		<p>the impact of the interviews, students fill out a pre-interview questionnaire to provide the careers advisor with information prior to the interview and to help the student prepare.</p> <p>Outcomes of these meetings are shared with the student, tutor and Careers Leader to aid with careers assistance moving forward.</p>
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### **Roles and responsibilities**

**Headteacher:** It is the role of the Headteacher to ensure that this policy is implemented and that adequate provision is made within the school budget for the provision of careers.

**SLT lead for careers:** The school will have a designated member of the senior leadership team that will lead careers. The SLT lead will advise on and oversee the management of careers, ensuring that correct procedures are followed and that all students, parents or professionals involved have fully understood the school's role and what strategies will be implemented.

**Careers Leader:** The schools careers lead is responsible for ensuring the school has an appropriate policy for careers and a statement of Provider Access, both of which are available on the school website. They will have conducted an audit of careers provision and has put together a strategic plan, fully backed by SLT and the governors that ensure the school is working towards achieving the Gatsby Benchmarks, in accordance with the DFE. Their role oversees the day-to-day implementation of this plan, including co-ordination of all events and curriculum matters.

**Careers Personal Advisor:** The school provides access to an appropriately qualified Careers Personal Advisor through TFN. The Personal Advisor works with individual students as well as groups of students where relevant to ensure smooth transition throughout the key stages, to raise aspirations and to signpost further support services around information, advice and guidance where appropriate.

**All teachers:** Every tutor and teacher may deliver careers information and guidance, particularly given careers has been written into all curriculum areas. Many aspects are delivered through the tutor time and PD Day programme, meaning all teachers and tutors are responsible for signposting students to where they can get further information, advice and guidance.

**Governor with responsibility for careers:** The school will appoint a governor who will be responsible for the oversight of careers.

### **Status of Policy and Review**

The content and operation of this policy is reviewed on a regular basis by the Governing Body. The policy is discretionary and does not confer any contractual rights.