

# Careers Policy

## 1.0 Introduction

St Anne's is committed to providing Careers Education and Guidance to students across all year groups based around the eight Gatsby Charitable Foundation's Benchmarks. This policy has been developed in collaboration with the Careers Development Institute, the school's Senior Leadership Team, and external providers. The Careers Leader will lead and monitor all CEIAG activities in school and in collaboration with the SLT will review the policy annually.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## 2.0 Intent

### Aims

Highly effective career guidance helps inspire students towards further study and enables them to make informed decisions whenever choices are open to them. It helps them to understand enough about the world of work to know what skills they need to succeed. It is important for social mobility because it helps open students' eyes to careers, they may not have considered. ([www.gatsby.org.uk](http://www.gatsby.org.uk)) Our school is in an area of low social mobility (see social mobility index, 487 out of 533) so we focus on inspiring learners, raising aspirations, challenging assumptions and breaking down stereotypes.

### Commitment

St Anne's is committed to providing a planned programme of Careers Education and Guidance for all students in years 7 – 11, this is in partnership with Career Connect. St Anne's endeavours to carry out its statutory duties under Section 42A of the Education Act 1997. The school is committed to providing staff with CPD training relevant to raising aspirations and developing a stronger culture for careers throughout the school and our curriculum.

St Anne's will ensure that there is an opportunity for a range of education and training providers to access all students in year 7 to year 11 for the purposes of informing them about approved technical education qualifications or apprenticeships as outlined in section 42B into the Education Act 1997 section 42B into the Education Act 1997 and the new Provider access legislation (Jan 2023).

The Careers Strategy contains strategic developments of CEIAG along with details of staff involved, funding requirements, monitoring and impact. This plan will be reviewed by SLT and regular updates on its implementation will be discussed fortnightly with the Executive Headteacher.

## 3.0 Implementation

### Parents and Carers

The school is committed to providing parents and carers with continuous updates on careers related activities that their children take part in. Parents will be made aware of talks, trips and visits relating to their child's future pathways through the school's communication networks. The school also provide parents with the option to contact the careers adviser directly, with contact details available via the website. We take every opportunity to gain feedback from parents and openly welcome any feedback on the Careers Strategy.

### Curriculum



Every curriculum area will take the opportunities to link learning with employability skills through their learning journeys, in particular the STEM subjects of Science, Technology, Engineering and Maths. Displays in departments will highlight the range of careers opportunities/paths linked to their subject. The core LORIC employability skills of Leadership, Organisation, Resilience, Initiative and Communication are evident within each curriculum area and a display of these curriculum links is present where LORIC lessons take place.

### **Interviews**

The school's impartial careers adviser (Career Connect) conducts careers interviews in a dedicated careers room. The careers adviser will meet with year 10 and 11 students on a rota throughout the year on a one-to-one basis. A record of the interview and its outcomes is retained in school to assist with tailoring each student's aspirations to any career related activities taking place and the planning of additional activities. The service is available to years 7, 8 and 9 students via appointment or the drop in sessions on Monday. Details of when Career Connect are in school will be displayed on the careers room door.

### **Community and employer links**

St Anne's is developing links with businesses in the local area and in Greater Manchester, to provide students with inspiration and guidance on the local economy, where speakers can provide students with information, advice and guidance on the local career prospects. Employers and other external agencies will be invited throughout the academic year (where necessary) to work with students across various year groups. Students are also encouraged to visit appropriate college and apprenticeship open events, and information is displayed within the designated careers area of the school to raise their awareness of the options available to them.

### **Labour Market Information**

Providing students with continuous updates on Labour Market Information is fundamental to their career choice pathways. Working with key partners and other external agencies the school will provide students and staff with resources of factual knowledge on the local and national economy developments on education and employment opportunities. All students will have access to Unifrog through their own personalised log in. Unifrog is designed to provide personalised support for young people in planning their future and exploring the world of careers, training and further education. Training on how to use the site with students will be provided to key staff.

### **Year 7**

Year 7 students will be given career related assemblies and will have the opportunity to listen to external speakers about interesting career choices during speed networking events. They will use the Unifrog site during form time to begin exploring a wide range of careers options to better understand what they involve along with the skills and qualifications required. During form time careers lessons, year 7 will help them improve their personal development skills (Careers and their future, financial education and Transition points). The curriculum is mapped against the Gatsby Benchmarks and the CDI framework for Careers, Employability & Enterprise Education.

### **Year 8**

Careers Education is implemented within the year 8 form time careers curriculum and will provide progression from year 7 to help students work on their Employability skills, Careers choices, Careers interests and jobs and Labour market information. Students are provided with opportunities throughout the year to develop their self-awareness and their prospects. Year 8 will be given appropriate career related talks from external speakers as part of our commitment to the Provider Access Legislation along with more opportunities to learn from employers about work through speed networking events.

All students will be given the opportunity to access information relating to technical qualifications and apprenticeships from a range of education and training providers. Year 8 students will have access to Unifrog throughout the year.

### **Year 9**

Students will use the Unifrog site during form time to explore additional career options and to help support them during the guided pathways process. The form time careers curriculum will continue to provide progression from year 8 with modules on turning failure into success, Saving and managing money and Employment & Financial management.

We aim to provide every year 9 student with an opportunity to meet employees and employers from a wide range of career backgrounds in small groups so that they can understand a range of career pathways and the skills that are valued



in the workplace. Year 9 will also continue to hear from providers offering approved technical qualifications such as T-levels and higher technical qualifications.

Students will choose their options through the Guided Pathways programme, which will support their future outcomes post year 11 and allow the school to provide bespoke careers-related activities for all students progressing on to Key Stage 4.

### **Year 10**

Students will take part in careers related talks throughout year 10 from external providers offering approved technical qualifications such as T-levels and higher technical qualifications along with apprenticeship providers and more traditional academic routes. They will attend at least one careers fair, so they get the opportunity to meet HE and FE providers. Scheduled independent careers appointments will begin in January and run through the year into year 11.

Year 10 will have the opportunity to take part in a one-week work experience placement in July; students will be encouraged to find their own work placements as these tend to be more involving for students as they must approach employers themselves. Placements are available for students who do not manage to find their own from a database of providers. Students are supported through this process via whole school assemblies, a parental engagement evening (virtual if necessary), form time activities before and after the placement. Staff will contact the placements during the week to check on how well the students. All placements will be subject to Health and Safety checks and must provide evidence of up-to-date Employer Liability Insurance.

During the summer term, all year 10 students will be involved in a week of career-related activities, this involves a careers fair where they meet a wide range of local employers, CV writing and job application skills. Additional to this the school will also provide students with an opportunity to submit a 'mock' application form and experience a practice interview with an employer. Students will then get feedback on this process.

### **Year 11**

Students will again take part in careers related talks at the start of year 11 from external providers offering approved technical qualifications such as T-levels and higher technical qualifications along with apprenticeship providers and more traditional academic routes. Year 11 students will also attend a careers fair during term one where we invite a range of local post 16 providers into the school. One-to one guidance sessions will continue with the careers adviser at times to best support the post 16 application process. They will also be provided with application support under the personal development tab on the school website, such as; information on Post 16 open choices, open events and guidance on how to write a personal statement. Year 11 students will work with Unifrog in the first term to help raise their aspirations and guide and support them as they apply to colleges in readiness for the next phase of their education and training.

College applications will be tracked to ensure that students are provided with targeted support to help them achieve their full potential for when they move onto their next stage.

### **Record keeping**

St Anne's will track each student throughout the Careers Education and Guidance programme to monitor their involvements and support each individual with the highest quality of guidance and resources for their future pathway choices. A database is maintained and monitored by SLT to track the aspirations of the students against their achievement at each assessment point. This database will help to provide a tailored programme of CEIAG to the students.

### **Staffing**

- The Careers Leader is experienced and a member of staff
- A dedicated member of the pastoral team has been assigned to raising aspirations.
- All staff training is to be monitored by a member of the SLT for quality assurance purposes
- The Careers Leader will make new staff to the school aware of the school's commitment to quality CEIAG during their 1<sup>st</sup> half term.

### **Partnerships with external providers**

Partnerships with external providers will be reviewed on an annual basis against the needs of the students and the priorities of the school.

Clear criteria will be used by the SLT to establish the rationale for any partnership.

No agreements can be entered into without the authorisation of the Headteacher



The school has established an Alumni network to help raise the aspirations of our students and work with subject areas to bring closer their various career routes and our curriculum.

#### Quality Assurance

- The Careers Education and Guidance programme will be monitored, reviewed and evaluated through:
- Observations form time sessions once per term
- Student voice on an ongoing basis by the Careers Leader
- Surveys (Students, Parents, Staff, External partners) co-ordinated by the Careers Leader to take place regularly
- Reflection upon local and national strategies by the Careers Leader
- Staff CPD sessions to be monitored by the SLT whenever they occur
- LMI (Labour Market Information) resources will be checked and updated on a termly basis

#### 4.0 Impact

Students will have a successful transition from year 11 into post 16 and beyond school.

Students will develop the skills needed for them to be employable, whether that is voluntarily, or paid.

