

# **Beaminster School**

## **Policy and Procedures Statement**

<b>TITLE:</b> Careers Policy	<b>MANAGEMENT:</b> Headteacher
<b>DATE APPROVED:</b> 2 <sup>nd</sup> July 2020	<b>REVIEW DATE:</b> July 2022

### **Careers, Education, Information, Advice and Guidance (CEIAG)**

#### **Introduction**

CEIAG is an essential part of the support offered to students at Beaminster School. Effective and impartial support allows our students to prepare for the opportunities, responsibilities and experiences of life.

Our Careers programme assists our students in making decisions and managing transitions as learners and workers. As the choices available to students become ever more varied and complex, it is vitally important that all our staff support them in developing the knowledge and skills they need to make informed choices for their future.

Our Careers programme has a whole school remit and is designed to complement the school curriculum. This policy will set out how Careers is delivered in school and will explain what students can expect from our Careers programme.

This policy will use the Gatsby Benchmarks that have been adopted as part of Government's careers strategy for schools and colleges as a measure of how well we are meeting the needs of our students. A copy of these is available on our school website.

#### **Aims and Objectives**

- Achieve and maintain the 8 Gatsby Benchmarks as detailed on our website
- Encourage all students to be ambitious, to broaden their horizons and to explore their own career aspirations whilst studying at Beaminster School
- Ensure students are ready to continue their progress after Beaminster School
- To ensure all students have a knowledge of how the world of work is developing and changing
- That all students will have participated in meaningful encounters with employers
- To have given impartial advice and positive support to all students preparing for post-16
- To develop the research skills students will need to access the opportunities available
- Positively encourage continued learning, including further and higher education and apprenticeships
- Help students develop the skills, attitudes and qualities required to be successful in the working world.
- To be fully inclusive, to challenge stereotyping and to promote equality of opportunity
- To increase the motivation of students to aid them in fulfilling their potential

#### **Student Entitlement**

All students have an entitlement to be fully involved in a planned and effective CEIAG programme. All staff should encourage students to take an active role in their own career development. The careers programme should emphasise student participation with a clear focus on the self- development of students

All students must have the opportunity to learn about careers and the world of work and to have the opportunity to learn about career management and employability skills. All students at Beaminster School can expect the following:

- Support from all staff to make the right pathway choices, with particular emphasis on Year 9 and 11
- Access to up-to-date and unbiased information on future learning and training, careers and labour market information
- Support from all staff to develop the self-awareness and career management skills needed to ensure a positive future
- Access to a specialist careers area and knowledgeable staff covering options after school, the world of work, the job market and the skills needed for the future
- Meaningful encounters in every school year with representatives from the world of work through work experience, assemblies, careers talk's and presentations, projects and visits
- Contact with a range of education and training providers, including colleges, universities and apprenticeship organisations.
- Opportunities to relate what they are learning in lessons to their life and career beyond school
- Opportunities to talk through their career and educational choices with Beaminster School staff
- Access to one-to-one impartial careers advice should be available to all students if required

Beaminster School will keep parents/carers informed of progress and to provide them with information to support students career planning and decision making. Parents/carers may attend any planned 1-1 meetings by arrangement and by making an appointment to do so.

Beaminster School will seek feedback from parents/carers and students on a regular basis on the service provided in order to improve the provision.

## **Careers Guidance Meetings**

All students are entitled to guidance to meet their individual needs. Any student can request a meeting with the careers lead.

Students are identified for careers meetings based on need, with students in Year 10 and 11 being actively identified for support by staff. Any Beaminster School student should also be able to self- refer for a careers meeting, either directly to the Careers lead or through their class tutor.

The procedure for needs based referrals is as follows: Tutors, Heads of Year, Pastoral staff and/or SENCO identify students who would benefit from intervention. Examples of those who qualify would be students lacking in motivation or direction, students with SEND, students receiving Pupil Premium funding, or those with the potential to become NEET (Not in Education, Employment or Training).

Beaminster School will continue to engage the services of an external careers guidance service such as Ansbury Guidance to assist in supporting these students.

For those at risk of becoming NEET Beaminster School will consider personalised curriculums, visits to colleges and training providers, make contact with parents, gain support from other agencies and have ongoing contact as the student leaves school.

The careers lead must oversee the recording of plans on the school system. Pupils will be engaged in creating their plans and parents/carers and staff should have access to view the information so they can support the process.

## **Parental Involvement and School / College Events**

Beaminster School is keen to foster parental involvement and engagement with the careers programme wherever possible. The careers decisions of our students should not be made in isolation and parents/carers can have a substantial impact as well as a clear interest in achieving the most positive outcomes possible. Parents/carers should feel welcomed into school to discuss their child's progress.

Progress relating to next steps, as well as academic progress, should form part of the discussions on Academic Monitoring Day and at parent consultation evenings.

The Careers lead, as well as education and training providers as beneficial to students, should attend events for specific year groups. This will include specialist events for parents such as Year 9 Options evening, Year 10 Introduction to GCSEs and Work Experience evening, all post-16 careers events, Year 10 and 11 parent consultation evenings and exams results days, the Year 9 taster day at Weymouth College and the Year 10 day at Yeovil College.

Beaminster School will keep parents/carers informed of relevant careers-related events and activities that may affect their son/daughter through the usual school communication channels.

## **Management and Staffing**

The Careers lead is responsible for taking a strategic lead and direction for careers work in the school, working under the direction of the Headteacher and Governors and liaising with all staff. All Beaminster School staff should be involved in supporting careers provision within the school.

Beaminster School is committed to providing the resources to enable an effective careers programme, and will continue to work with the Dorset Hub, the Careers and Enterprise Company and other educational partners to extend the depth and quality of the careers provision provided.

Destinations of school leavers will be monitored and recorded with trends identified. The Governing Body will be involved in setting the strategy for CEIAG through the appointment of a Careers lead Governor.

## **Monitoring and Evaluation**

Beaminster School will regularly monitor and evaluate the success and quality of its careers programme; the Headteacher and Careers lead Governor will be involved in and lead this process.

Evaluation will be done in the following ways:

- Student feedback
- Staff feedback
- Informal feedback from external partners and parents
- Student destination figures post-16