



## Careers Education Policy

Autumn 2020

### Introduction

Careers Education, Information, Advice and Guidance (CEIAG) is an integral part of Meden School's bespoke Me@Meden programme, which is delivered by tutorial staff with support where appropriate from a Careers Lead and an independent Careers Advisor who is an impartial qualified deliverer of guidance.

Particular emphasis is placed on making effective career decisions in Years 8 – 12. Careers Education helps prepare students for the opportunities and responsibilities of adult working life and, as such, has a vital contribution to the school's aims of working closely with employers, Higher Education institutions and our local community and supporting students in the life-time experience of learning. We have strong and effective pastoral and tutorial systems which provide the means to ensure students receive support and guidance at transition points. Referral systems (including diagnosis of needs) ensure that students requiring more specialist guidance can receive it from appropriate agencies.

### Related Policies

CEIAG is underpinned by all of the current policies held within the school. These include the Work Experience Policy, Child Protection, Equal Opportunities, Racial Equality, Anti-bullying, Inclusion, Special Needs, and Staff Development. Meden school endeavours to follow the Careers Enterprise and Employability Framework – CDI 2018 and other relevant guidance from the DFE, QCA and Ofsted as it appears.

The school follows the statutory guidance for careers guidance published in January 2018 (which replaces the guidance released in March 2015 and updated in April 2017). Since 2015, Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school years 8-13.

Careers guidance secured under the new duty must:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options, including Apprenticeships
- promote the best interests of the pupils to whom it is given.

Since 2 January 2018, educators and training providers of approved technical education qualifications and apprenticeships must be given access to all pupils in year 8 to year 13 to inform them of courses and qualifications as alternatives to academic and school-based

routes. In practice, this may take the form of a visit from a University Technical College, FE college or training provider of apprenticeships and technical options

### **School Background**

Meden School is a highly successful 11 - 18 comprehensive school serving a predominantly small catchment area. Teachers have pastoral and academic mentoring responsibilities as form Tutors to a horizontally grouped tutor group. The Tutor and their Head of Year are the first point of contact for all parents.

Student voice is well-developed in the school through the Me@meden programme. The proportion of students with special educational needs supported at school action level is lower than national averages, whilst those with special educational needs supported at school action plus or with a statement of special educational needs, is higher than national averages. The proportion eligible for the pupil premium is higher than national average.

Meden school is perceived as offering a nurturing and safe environment, supported by its' smaller size. It provides pastoral care to a variety of students' additional needs, such as those who are looked after, to overcome the additional challenges encountered by students who are living with disadvantage.

Meden School has a commitment to CEIAG provision, recognizing the importance of supporting students to plan appropriately for life beyond the academy. It continues to provide a week of work experience for year 10 students and purchases external careers guidance with a qualified Careers Adviser. Meden reflects this commitment by inclusion of careers information on the school website

### **The Aims of our CEIAG Policy**

The CEIAG Policy has the following aims:

- To help students learn to understand themselves and develop their capabilities.
- To develop an understanding of the range of opportunities available at 14+, 16+ and 18+ including technical training/education routes and higher and degree apprenticeships.
- To raise students' self-esteem and encourage them to have high aspirations which allow them to achieve economic well-being.
- To support students in making informed and realistic career decisions.
- To help students manage transitions through education and into work. Objectives
- A programme of CEIAG within the ME@Meden programme, beginning in Year 7 and continuing through to Year 13.
- Work-related learning is addressed through the Me@Meden programme, Enterprise Days, work experience, vocational courses
  - Although no longer statutory, Meden fully supports the importance of CEIAG within its curriculum, offering a week's work experience for Y10 in the summer term and a week for Yr. 12 in July.
  - Open access to the careers library and careers resources within the school library.

- • Group and individual support from an independent and impartial, guidance qualified Careers Advisor or the Careers Lead according to need.

### Meeting statutory requirements

#### Advice and Guidance

A partnership agreement is on-going with Ideas 4Careers. This is used for individual interviews with all year 11's and other identified pupils throughout the year. They are available at careers events.

Other links with local 14-19 Providers are made when required as are links with the local EBP, Post 16 and 18 destinations.

Links with parents / carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings, school web-site).

#### The CEIAG Curriculum

CEIAG curriculum is provided to all students, who are encouraged to follow career paths that suit their own particular strengths, skills and interests without stereotyping. All students are given the same opportunities and diversity is encouraged and celebrated.

The model of delivery is a 50 Minute hour timetabled lesson a week which is delivered by tutors. The lessons are bespoke to each year group and meet their specific career needs. A copy of the programme is on the school website for all stakeholders to view

#### Methodology

Delivery methods encompass a full range of learning styles, building in flexible active learning methods such as:

- Suitable effective start and end strategies;
- High order questioning;
- Target setting; using career aspiration as a focus for tutor reviews
- Decision making;
- Teamwork;
- Information gathering and sharing;
- Problem solving;
- Understanding others' points of view and influences;
- Considering feelings and using imagination; • Reflection, review and evaluation;
- Using various ICT opportunities. Assessment, Recording and Reporting.

Work is assessed and marked through peer assessment and by tutors. All work is recorded in the students Me@Meden books. The work conducted is reviewed periodically as part of the school QA programme.

## Student Entitlement

Entitlement will reflect the provision in place to support students in making realistic and informed decisions. It will outline the focus for each year group. This entitlement is provided in paper based, (school planner and information sheet handed out at the beginning of their careers education modules) and electronic formats, (on the careers section of the website). Parents will also have access to the entitlement from these formats.

## Staffing

All staff will be briefed on a basic understanding of the CEIAG provision to ensure they are aware of their role in relation to this. Key staff, i.e. tutors and staff delivering careers education will receive INSET training for CEIAG to allow them to carry out their role effectively. This is undertaken periodically throughout the school year. Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the Careers Lead and Line Manager

## Resources

Funding is allocated in the annual budget. The Careers Lead is responsible for the effective deployment and preparation of resources. Resources are maintained centrally on the School Staff Shared Area for all staff to access.

## Information and Implementation

- i) Careers resources include a wide range of materials through Me@meden and access to ICT during the me@meden study periods
- ii) Independent Careers Advisor used for individual interviews with year 11's and 12's and other identified pupils throughout the year. Also available at parents Evenings and options evening for Yr. 8 and Yr. 11

## Role of the Careers Leader

In line with current statutory guidance, Meden School has appointed a Careers Leader whose role is to assist young people's career learning, planning and development by leading and managing the development of careers education, information and guidance (CEIAG).

The Careers Leader advises the Senior Leadership Team and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of teaching, learning and guidance.

### Key accountabilities:

- To support the development of effective and continually improving careers education, careers information and careers guidance for young people.
- To supports students and parents through the delivery of high quality careers guidance.
- To facilitate the contribution of colleagues and a range of partners to young people's career learning, planning and development.

- To select and provide curriculum resources, activities and services to meet young people's career needs.
- To ensure continuing professional development for themselves and others to secure high standards of careers teaching, learning and guidance.
  - To ensure the school meets the 8 Gatsby Benchmarks by the end of 2020
  - Meden school has followed guidance produced by the Career Development Institute (CDI) in their briefing document 'Careers Leaders in Schools' which can be accessed here: [http://www.thecdi.net/write/Careers Leaders in Schools - CDI January 2017.pdf](http://www.thecdi.net/write/Careers_Leaders_in_Schools_-_CDI_January_2017.pdf)

### Monitoring, review & evaluation

Teaching of CEIAG related topics and the learning outcomes are monitored and evaluated by extended SLT through observation of lessons and checks of Me@meden books (in line with the school's monitoring policy).

Schemes of work and modules of work are reviewed annually by the Careers Lead in liaison with the tutorial delivery staff, subject leaders and SLT and students to ensure that the objectives are suitable to meet the outcomes.

The review and evaluation process will be used to recognise and share good practice, identify areas for further development and thus facilitate the continuous improvement of CEIAG, and will include information gained from all students.

Student destinations will be used to assist the evaluation process. This will help to ensure that student outcomes are met by tracking student progress in making well informed and realistic decisions.

### Handling sensitive and controversial issues

The nature of CEIAG means that sensitive and controversial issues may arise. Any issues arising should immediately be reported to the Designated Safeguarding Lead (DSL) within school and dealt with in line with the relevant school policies and approaches. Referrals will be made only by the named member of staff and must be dealt with sensitively by all parties involved.

### Partnership Working

A partnership agreement is on-going with Ideas4 Careers Service, detailing the contributions to the programme that each will make. Meden has purchased 25 days from the service in order to provide a qualified impartial and independent level of guidance to our students.

Meden also work in partnership with the school enterprise business advisor.

### Quality Assurance

Meden completes the Careers and Enterprise Company's Compass Tool on a six monthly basis to monitor the progress towards meeting the 8 Gatsby Benchmarks as part of the statutory duty. Meden is currently working towards accreditation of CEIAG in its Careers

provision. The Quality in Careers Standard award, provided by Career Mark will quality assure the provision of CEIAG delivered at the establishment.

Career Mark is important as the school wants the students to achieve high standards, see the value and relevance of their learning, both to themselves and the working world and to make good choices that are successful for them.

Using Career Mark will enable Meden to deliver the best possible careers education and employability skills development programme, which is sophisticated, integrated and effective.

#### Consultation, Dissemination and Review

Careers Education is monitored and evaluated annually. Careers Guidance is monitored and evaluated with the independent Careers Adviser on a termly basis to ensure that the provision is meeting the needs of the students.

The programme is reviewed annually by the Careers Lead and SLT Line Manager. Changes and improvements to the programme feed into the Department Improvement Plan (DIP) along with timescales for completion.

When reviewing the programme, the Academy Improvement Plan (AIP) is used to ensure that the Careers Department is fully supporting whole school aims. All staff are made aware of the CEIAG Policy and their role in supporting it. This policy will be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.

Policy Co-ordinator: Katherine Knight

Policy Reviewed: 30.09.20

Policy signed by Leadership Team and Governors 14/10/2020

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14/10/20



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