



The High School
Leckhampton

Careers Policy

Reviewing Member of Staff: Mrs Alice O’Riordan & Mrs Jill Lewis
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1. Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

Commitment

Governors and staff are committed to providing a planned and progressive programme of careers activities for all students in the school, working in partnership with employers, education providers and external agencies. The programme will promote equality of opportunity and no student will be disadvantaged in gaining access to education, training or work. When students leave The High School Leckhampton they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

2. Statutory Requirements

The school is committed to fulfilling its statutory duties in relation to the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#) which came into force on **1 January 2023**. It explains that our school must provide a minimum of 4 **encounters** with technical education or training providers to all pupils in years 8 to 11. For more detail on these encounters, see our provider access policy statement, which you can find on our school website.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- As an academy in England, we're now required to provide and publish careers guidance

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

This policy complies with our Funding Agreement and Articles of Association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found on our school website.

3. Roles & Responsibilities

3.1 Careers leader

Our Careers Leader is Mrs Alice O'Riordan, Assistant Headteacher (Pastoral) and she can be contacted by phoning the school. Our Careers Leader is a member of the Senior Leadership Team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENDCo) and careers adviser, to identify the guidance needs of all our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans

- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing body

Mrs Alice O'Riordan will be supported by Mrs Jill Lewis in her role as a Careers Advisor across The Balcarras Trust.

3.2 Senior Leadership Team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 11 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

3.3 The Governing Body

The Governing Body will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the Governing Body who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 16 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 11 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4. Our Careers Programme

Careers education and guidance is a vital part of the educational experience at The High School Leckhampton. The school aims to deliver careers guidance that is impartial, confidential and based on the needs of individual pupils. Our policy is to support, encourage and enable pupils to make informed choices and transitions related to their personal, educational and career development.

The careers strategy is underpinned by the GATSBY benchmarks and guidance from the Department of Education to ensure that all pupils can make informed decisions about their future. The school is supported in its careers provision by the Careers Leader at The High School Leckhampton School.

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

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

Our programme **does not** show bias towards any particular career paths and promotes a full range of technical and academic options for pupils. **Parents and pupils can find this information on the career's pages of VLE.**

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

- Designated PSHE lessons
- Tutor-led discussion(s) and or/activities
- Displays around the school
- Careers events including enrichment days
- Guest speakers
- Impartial Careers Advice - One-to-one interviews and advice
- Psychometric testing and individual Feedback - Morrisby Assessments

- Visits to Employees, Colleges and Universities
- Support for work experience
- Support for apprenticeship applications
- Labour market information shared
- Curriculum careers links

The aims of the Careers programme at The High School Leckhampton are:

- For pupils to leave The High School Leckhampton with the skills and attributes that will enable them to progress to courses and careers that match their abilities and make the most of their talents in an environment that will suit them best
- To provide students with the help and knowledge they require enabling them to make an informed decision about their future learning and/or career
- To encourage students to understand their potential and the opportunities available to them in education and employment
- To enable students to develop the skills they need, review their achievements, plan their future actions, make decisions and cope with change and transition
- To provide the opportunity for all students to participate in work experience and develop enterprise and employment skills
- To contribute to strategies for raising achievement, especially through improved motivation
- To support inclusion, raise aspirations, challenge stereotyping, and promote equality of opportunity

Key Stage 3

Our Key Stage 3 careers programme support pupils in their planning and choices of GCSE subjects. This includes:

Year 7 – An Introduction to Careers

- Year 7 students are introduced to the Unifrog platform where they build an interest profile to identify and understand key interests, they start to record activities and use the careers library to introduce employability skills and sectors
- Students attend workshops/assemblies designed to help them discover the different industries of work with particular emphasis on STEM careers (Science, Technology, Engineering and Maths)
- The Year 7 PSHE program encourages students to understand personal development, the world of work and how to plan for the future through a series of tasks that students complete

- Students meet local employers and take part in activities that use Local Market Information (LMI) to keep our students informed of the industries/opportunities available to them in the area that they live – Speed networking events / Presentations

Year 8 – Career Discovery

- Through the Unifrog platform Year 8 students use the Careers Library and the Competencies tool to link skills used in school with careers. They use the Activities tool to further develop skills and the Careers Library to build LMI awareness
- The Year 8 PSHE Program look at helping students to identify their personal skills and interests, to further explore the work of work, identify their personal skills and budget their money
- Some students visit a university campus in order for them to get an understanding of what it would be like to go to university and meet students who currently attend
- Some students receive mentoring from a local employer in order to help them to understand the world of work and raise student aspirations.
- Students attend workshops designed to help them discover different industries of work with particular emphasis on STEM subjects.

Year 9 – Choosing the right options for me

- Through the Unifrog platform, students revisit interests and discover how passions link to pathways, they visit Subjects and Careers Libraries for informed GCSE choices. The Competencies tool is used for skillsets-awareness and to prepare for practice interviews in Year 10
- Students can meet our Careers Advisor to discuss their career aspirations and help them to decide on the right subject options to take to support their goals
- The Year 9 PSHE Program focuses on skills and behaviours in the workplace and what pathways are available to them in the future
- Students attend an Options Evening designed to give students and parents the opportunity to meet with teachers to discuss which GCSE subjects are right for them
- Students have the opportunity to hear from a variety of industries

Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

Year 10 – Post-16 and Beyond

- Year 10 students will use Unifrog to understand their Personality Profile and preferred Work Environments, they will use the CV and writing tools draft application materials (in preparation for work experience applications)
- Parents and Students will get the opportunity to attend the School Careers Fair to give them the opportunity to explore a range of different job roles with emphasis on local businesses and speak with local colleges/sixth forms/universities
- Students will take a closer look at post-16 options during their PSHE programme in tutor time
- Students will receive support in writing a CV and completing job applications through a series of workshops designed to equip them with the skills they will need for the future
- Some students will visit Colleges and attend Taster days which gives them the opportunity to experience 'a day in the life of a college student'
- Students will get the opportunity to have an experience of the workplace through a variety of organised visits with local and national employers- Work Experience Week
- Students will have the opportunity to receive careers advice from the Careers Advisor to help them to understand their options when they leave school including, Apprenticeships/Vocational qualifications/A-levels/T-Level routes

Year 11 – Planning for the Future

- Year 11 students will use Unifrog to research post 16 options on the College and Sixth Form and Apprenticeships tool. They will learn to manage workloads and wellbeing with the support of Unifrog webinars. By using the Unifrog Know-How Library they will be able to prepare for revision and leaving school
- All year 11 students will have a 1-2-1 meeting with our Careers Advisor to discuss their options when they leave school and begin the application process for their chosen pathway
- Students will get the opportunity to attend the School Careers Fair to give them the opportunity to explore a range of different job roles with emphasis on local businesses and speak with local college/sixth forms/universities
- Further and Higher Education talks/assemblies will take place throughout the year for both students and parents to evenings will take place throughout the school year aimed at supporting students in their decision making so they feel full equipped in whichever pathway they choose
- The Career Advisor will be present at the parents evening, to help students and parents with any questions or support that is needed

- The Year 11 PSHE Program will focus on completing an Action plan for the year, exploring their future options and employability skills

4.1 Pupils with Special Educational Needs or Disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

4.2 Access to our Careers Programme Information

A summary of our school's careers programme is published on our school website, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting the Careers Leader) or Careers Advisor.

4.3 Assessing the Impact on Pupils

Our career programme is designed so pupils can give feedback, and have their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- Careers guidance interview records
- Destinations data
- Feedback from students and staff after events
- Feedback from guest speakers after events
- Continuous monitoring of usage and performance of interactive programme (Unifrog) and resources such as the Morrisby test
- Evaluation and planning meetings with SLT and Line Manager
- Ofsted inspection

Pupils will be given help to:

- Understand themselves, interests, likes and dislikes, what they are good at and how this affects the choices they make

- Find out about different courses, what qualifications might be needed and what opportunities are available
- Develop the skills needed for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop interview skills
- Improve confidence

Parental Involvement:

Parents will be kept informed of careers activities through letters, the school website, the VLE and through parent information evenings.

5. Links to other policies

This policy links to the following policies:

- Provider Access Policy statement
- Child protection policy
- PSHE Policy
- Curriculum policy

Rights Respecting School Statement

The contents of this policy have been reviewed taking into account The High School Leckhampton's responsibilities as a Rights Respecting School. In particular, our commitment to the following articles of the Convention of The Rights of The Child:

Article 28: (Right to Education): *The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.*

Article 29: (Goals of Education): *Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to love peacefully, protect the environment and respect other people.*