

# The Friary School

## CAREERS EDUCATION, INFORMATION & GUIDANCE POLICY



### Introduction

To ensure that careers education, information, advice and guidance at The Friary School provides all students with the ability to make well informed choices about their future career, training and education pathways.

To ensure that CEAIG provision at The Friary School meets statutory guidance: 'Careers Guidance and Inspiration in Schools: Statutory Guidance for Governing Bodies, School Leaders & School Staff: March 2015'. Note that the guidance refers to sections 42A and 45A of the Education Act 1997.

The Friary School encapsulates its CEIAG responsibilities through specific careers provision as well as a full 'Raising Aspirations' Programme'.

### Key Principles

The Friary School has the following key aims for every student:

- For every child to leave The Friary School prepared for their future life and career. The Friary School recognises that the provision of high quality careers education and advice is key to this
- For all students to be able to secure the independent careers guidance and support that they need in order to make well informed decisions about their future education, training and employment
- To provide a clear framework for the provision of outstanding careers education and guidance
- Longer term, for the school to be in a position to successfully apply for the CEAIG Quality Mark
- To work with outside agencies, such as Entrust, Work Experience Support Services and the Building Resilient Families team, to ensure that the individual needs of vulnerable students are met

### Statutory Requirements

It is the legal duty of The Friary School to provide independent careers advice for students.

The Friary School has a duty to provide a range of opportunities within our careers education strategies; Eg - employer talks, university visits, mentoring, parent sessions, aspiration work, etc.

Careers guidance is statutory from Year 8 onwards.

The Friary School is encouraged to build links with employers, offer high quality work experience and widen access to advice on options available post-16 such as apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional A levels and university route.

The Friary School has a duty to work with the Local Authority to identify vulnerable young people, including those with special educational needs and those at risk of not participating post-16, and the services that are available to support them. The school will also provide information to students about the financial support that may be available to help them stay in education post-16.

The Friary School has a duty to *consciously* work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.

OFSTED will take careers guidance into account when judging leadership and management

The Friary School should measure the effectiveness of our careers and inspiration activity by considering both the attainment and the destinations of our students.

The Friary School should develop entrepreneurial skills in students and be aware of out of school opportunities to develop skills for their future aspirations.

The Friary School should ensure that careers guidance should occur in all curriculum areas.

## **Key Responsibilities**

These statutory requirements mean that The Friary School is expected to:

- To comply with the statutory framework
- To provide all information necessary for completion of the June and September Guarantees for Y11
- To administer the Participation Plans for Year 11 and to pass them on to Entrust. (NB - Entrust will then ensure that they are passed onto employers or education/training providers)
- To liaise with the independent careers adviser to ensure that vulnerable students on the Risk of NEET Index (RONI) and Pupil Premium students are identified and supported
- To plan and deliver a comprehensive careers education and guidance programme that inspires and informs students

## **CEIAG Provision**

The careers education, information and guidance is provided through a wide range of interventions – largely connected to our external careers support, our Raising Aspirations Programme and our pastoral programme:

- Careers and aspirations questionnaires
- Careers education and information sessions within assemblies from Years 8-13
- Careers Education sessions led by form tutors as part of the wider tutorial and PSHEE programme from Years 7-13
- Careers focus within curriculum lessons
- Careers focus via Focus Weeks; Eg - European Week of Languages, British Food Fortnight, National Careers Week, etc
- Work-related learning is completed by Year 12 students
- Support for Year 9 students with option / pathway choices
- Raising Aspiration Evenings for parents and students - including presentations by school staff, external agencies and directed parent student research tasks
- Y10 mock interviews on set job applications
- SLT and AC focus meetings with individuals and groups in tutor time slots and ACE Meetings
- Support for Year 10, Y11, 12 and 13 pupils in the preparation for college, university, apprenticeships or other career paths
- Specific additional monitoring, guidance and support - from both school staff and our external careers' advisor - for students identified as being at Risk of being Not in Education, Employment or Training (NEET)
- Opportunities for pupils to attend careers fairs and university visits, etc, with Pupil Premium students and those identified and being at risk of being NEET prioritised
- Invitations into school for businesses, parents and alumni to support events

## **External Provision of IAG**

The Friary School employs a Careers Advisor via Entrust for 2 days per week.

The Entrust provision formally includes:

- 185 x Y11 CEIAG Interviews
- 85 x Post-16 CEIAG Interviews
- An additional 7 hrs of support for careers-related events
- Provision of a district wide careers event for Year 11

In addition, Entrust provide the following statutory carers guidance as part of their arrangements with Staffordshire LEA:

- Provision of independent careers advice for vulnerable students identified on the RONI and by the Building
- Resilient Families team.
- Completion of EHCs
- Attendance at PEP meetings

## APPENDIX 1 - KEY STAFF FOR CEIAG (2016-2017)

The following staff have lead roles in relation to CEIAG at The Friary School:

Member of Staff	Responsibilities
Mrs Carrie Cain (CCN) Assistant Headteacher	<ul style="list-style-type: none"> <li>▪ Responsible for strategic leadership of CEIAG &amp; Raising Aspirations</li> <li>▪ Planning and quality assurance of KS3 and KS4 Careers education programme</li> <li>▪ Planning, delivery and quality assurance of Post 16 Careers Education programme</li> <li>▪ Ensure that June and September Guarantee information is collected and passed on to Entrust.</li> <li>▪ Monitor and quality assure the provision of bought-in independent advice and guidance services</li> <li>▪ Lead meetings between the SENCO, Student Support Manager and Achievement Co-ordinators to ensure that all students are having their needs met.</li> <li>▪ Planning, quality assurance and delivery of Post 16 Careers Education programme</li> <li>▪ Planning and quality assurance of work experience for Sixth Form students. Liaison with Karen Green (Work Experience Administrator) to ensure that Health and Safety documentation is complete</li> </ul>
Ian Rose (IRE) Deputy Headteacher	<ul style="list-style-type: none"> <li>▪ Organisation of Year 9 options and pathways process</li> <li>▪ Provision of training for Year 9 tutors to enable them support their tutees through the options process</li> <li>▪ Strategic leadership of tutor time and Focus Week schedules</li> </ul>
Steve Cartner (SCR) Achievement Coordinator (AC) for Years 10-11	<ul style="list-style-type: none"> <li>▪ Liaison with AH, HC, SENCO and with independent careers adviser to identify and support students at risk of being NEET</li> <li>▪ Quality assurance of the KS4 Careers Education programme sessions.</li> <li>▪ Strategic leadership of attendance at PEP meetings and advising careers adviser on the completion ECH plans alongside independent careers adviser (Entrust)</li> </ul>
Alison Morris (AMS) Achievement Coordinator for Years 8-9	<ul style="list-style-type: none"> <li>▪ Liaison with AH, HC, SENCO and with independent careers adviser and Steve Cartner to identify and support students at risk of being NEET</li> <li>▪ Quality assurance of the Year 8 and 9 Careers Education programme sessions</li> <li>▪ Organisation of Year 9 options process in conjunction with IRE</li> </ul>
Samantha Male (SME) Achievement Coordinator for Year 7:	<ul style="list-style-type: none"> <li>▪ Quality assurance of the Year 7 Careers Education programme sessions.</li> </ul>
Louise Mayland (LMY) SENCO	<ul style="list-style-type: none"> <li>▪ Liaison with AH, HC, SENCO, independent careers adviser and ACs to identify and support students at risk of being NEET</li> <li>▪ Attendance at Annual Review meetings</li> <li>▪ Administration of Participation Plans for Y11 students</li> </ul>
Bob Keen Entrust - Independent Careers Adviser	<ul style="list-style-type: none"> <li>▪ Provision of Independent Careers advice</li> <li>▪ Provision of data to allow the completion of the June and September Guarantees</li> <li>▪ Attendance at Annual Review meetings</li> </ul>

<b>Reviewed By</b>	Policies & Procedures Committee	<b>Implementation Date</b>	Sept 2017	<b>Review Date</b>	Sept 2019
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