



Anthony Gell
— School —

CAREERS POLICY

	Date	Minute No.	Review date
Approved by Governors	23/11/2017	1347/17	November 2020
Updated November 2020			
Reviewed by Governors	21/01/2021	1527/21	January 2024

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14-19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment and Aims

Anthony Gell School is committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 7-13.

Aims: We are committed to delivering the Gatsby Benchmarks which are considered to be national best practice. Careers and Employability education should provide:

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

Objectives

By the end of Key Stage Three
students will have the opportunity to:

- Consider their own qualities, skills, interests and academic potential
- Understand the options/choices open to them at the end of Key Stage 3
- Discuss their choices with their teachers, tutors and the Senior Leadership Team
- Investigate knowledge and skills people need at work
- Make decisions about their own learning and curriculum
- Access relevant up to date careers information.
- Participate in employability and work – related activities

By the end of Key Stage Four
students will have the opportunity to:

- Consider their own qualities, skills interests and academic potential
- Participate in work related and HE/FE activities
- Understand the importance of key skills: communication; application of number; information technologies; improving their own performance; problem solving and working with others.
- Understand the options open and available to them at the end of Key Stage 5, where to get information and how to apply.
- Prepare themselves for the next steps in their Careers and employability pathway

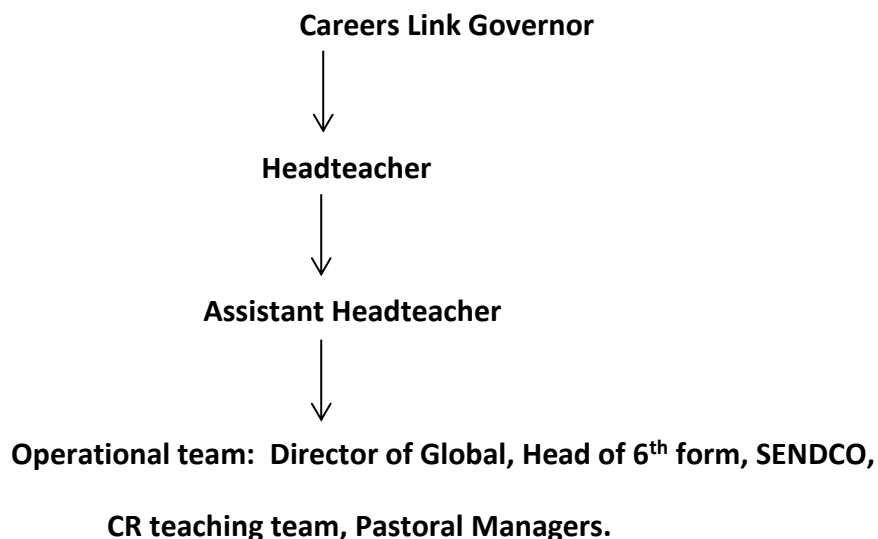
By the end of Key Stage Five students will have the opportunity to:

- consider their own qualities, skills, interests and academic potential
- Understand the importance of key skills – communication, application of number, information technologies, improving their own performance, problem solving and working with others.
- Understand the options open and available to them at the end of KS4, where to get information and how to apply.
- Participate in a programme of enrichment activities that will develop their employability goals as laid out in our aims above.

Roles/ Responsibilities and Accountability

Careers education, information and guidance is a whole school responsibility but is managed, co-ordinated and delivered in the following ways:

Key Personnel:



The **link governor** with responsibility for Careers maintains an overview of provision and ensures that the school meets its statutory requirements. The **Headteacher** ensures that adequate resources are made for the provision of Careers Education. The **Headteacher** will ensure that the school complies with legislative requirements by providing adequate resources and thorough processes which support continuous improvement. The **Assistant Headteacher** co-ordinates the whole school Careers provision including work experience, outreach events and all other areas of provision which sit outside the curriculum provision within CR lessons.

The **Operational Team** is responsible for:

- Producing and updating the Careers Education schemes of work in all Key Stages. This includes the provision of schemes of work, lessons plans, materials and any necessary in service training for all staff delivering Careers Education elements of CR.
- Supporting the delivery of the work experience programme in Y10 and Y12.
- Identifying the careers guidance needs of students and making appropriate referrals.

Careers and employability Curriculum

Careers Education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Year 7

Students receive a taught module to assess their personal strengths, aptitudes and learning styles to enable them to understand their skills and aptitudes as learners. Students start some initial work finding out about careers and they explore different types of jobs that might suit them and their aptitudes, goals and desires. Early work on Careers is seen to raise aspirations and improve motivation to participate in education or training as a lifelong development.

Year 8

Students receive a taught module that supports them in investigating in more detail jobs that they might like to do. We also look at jobs in the local area and we start to introduce access to our careers library.

Year 9

Students evaluate how to make the best use of careers information available to them and identify the factors that may influence their decisions at key transition points. Students are given support in making their choices for Level 2 qualifications in Key Stage 4 and they complete a career action plan. Students and parents also make their first contact with the Careers Advisor through assemblies, parents' evenings and parent workshops.

Year 10

Students begin to explore how they are changing as they commence their GCSEs and begin to think about their Post-16 options. Work with the Careers Advisor continues as some students will have 1:1 interviews this year to give them individualised guidance regarding their Post-16 options. Y10 students are encouraged to attend our annual Careers Fair. Time is given to writing CVs, employability skills and preparing for the Y10 work experience. The Careers Advisor operates a weekly lunchtime drop in session for anyone seeking support and also runs assemblies, attends Parents' Evenings and runs Parent Workshops.

Year 11

Post-16 options are further explored this year. The CR curriculum supports students to make decisions about careers, post-16 options and career aspirations. Work with the Careers Advisor is expanded as all students who need a 1:1 interview receive the appropriate support. The Careers Advisor operates a weekly lunchtime drop in session for anyone seeking support and also runs assemblies, attends Parents' Evenings and runs Parent Workshops.

Year 12

Students begin to explore their Post-18 options in detail, with coverage ranging through the full suite of choices available. Students are supported in starting their UCAS application

process and guided towards finding and selecting appropriate apprenticeship courses if that is their preferred career pathway.

Year 13

Students focus on identifying and utilising the key ingredients of writing a successful personal statement for higher education, apprenticeships or employment. They are given opportunity to revisit and update their CVs in preparation for paid employment.

Implementation of Careers Guidance

Careers Education: Careers and Employability is a theme in our CR curriculum in every year group as detailed above

Independent Careers Advice: Students benefit from pre-booked appointments with our independent Careers Advisor who also operates a weekly drop-in session. The Careers Advisor also facilitates the school's bi-annual Careers Fair.

Extra support where appropriate: Students who may need extra support are targeted by the relevant staff, including but not exhaustively, the SENDCo, Head of Pastoral Care, Pastoral Managers, Head of Sixth Form, Inclusion Manager and Learning Mentors.

Staffing

All teaching staff contribute to Careers Education, Information and Guidance in their roles as tutors and subject teachers.

The Careers Curriculum Programme is planned, monitored and evaluated by the Director of the Global Faculty

Careers guidance outside of the curriculum is planned, monitored and evaluated by a designated member of the Senior Leadership Team with responsibility in this area.

We have employed the services of an independent Careers Advisor for one day each week, whose services are available to all students from Y10 upwards.

Partnerships

Anthony Gell School works with a range of partners who contribute to our Careers provision. Our partners are:

- Local Authority (DCC)
- Derbyshire Education Business Partnership
- D2N2
- Our assigned Local Enterprise Advisor
- Independent Careers Advisor
- Peak 11 Careers Group
- Colleges and Universities inc HEPP
- Local Employers
- Rotary Club
- Our alumni

FE/HE providers working with the school

All HE and FE providers are welcome to work with the school. If you are a HE/FE provider and would like to make contact with the school please make contact in the first instance with Katy Lowe (Assistant Headteacher) klowe@anthonygell.co.uk who will respond to your communication to discuss and explore future opportunities to work with the school.

Monitoring, Review and Evaluation

Careers Education is monitored and reviewed annually through the use of an action / development plan. This is agreed by the Link Governor and Headteacher and reviewed at the start of each year. We also have a D2N2 Employability Framework Plan, which sits alongside the school action plan to identify both short and medium term development goals for Careers Education.