



CAREERS POLICY

January 2019

Review Date: July 2021

Review led by: D Lowbridge-Ellis



Careers Education, Information, Advice and Guidance Policy (CEIAG)

Rationale

The school is committed to providing a planned programme of Careers Education, Information and Guidance for all pupils in Years 7-13. Careers will be integrated into the pupils' experience for the whole curriculum and will be based on partnerships with external partners, teachers, pupils, parents and alumni.

The careers programme at Barr Beacon School will be an essential part in helping pupils to select appropriate 14-19 pathways. With appropriate support, pupils are able to plan and manage their career path effectively in a changing global world of learning and work, ensuring that progression is both ambitious and aspirational. The programme promotes equality of opportunity, celebrates diversity and challenges stereotypes.

The policy is developed and reviewed annually by the Careers Leader and the Senior Leadership Team through discussions with teaching staff, the Careers Advisor, pupils, parents, governors and other external partners. It is based on current good practice from the Careers Development Institute and is guided by the Gatsby benchmarks, to ensure best practice and to conform to statutory requirements.

Context

From September 2013 the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance. Careers guidance secured under the new duty will:

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

Careers Education at Barr Beacon School follows the recommendations from the Careers Development Institute (CDI) Framework 2015. Barr Beacon School has been recognised for its excellent work within careers and in January 2018, the school achieved the Gold Award for Careers Education, Information and Guidance, from Prospects. This award recognised the high quality of provision of careers education information and guidance at the school. The Quality Award from Prospects is fully validated against the National Quality in Careers Standard.

Careers Programme

Barr Beacon School is committed to providing all pupils in Years 7-13 with a programme of activities which are planned and coordinated with opportunities to measure learning outcomes. The careers programme is designed to meet the needs of all pupils at Barr Beacon School. Just helping pupils to find 'the right job' has now been replaced with supporting pupils to be equipped with the knowledge, understanding, skills and personal qualities to plan and manage their career progression through learning and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to the stages of career learning, planning and development. The programme is also linked to the School Development Plan. At Barr Beacon School we work in partnership to help every pupil achieve their full potential and listed below is the pupil entitlement for careers.

Careers Pupil Entitlement

1. Careers Education, Information and Guidance that meets professional standards of practice.
2. A careers programme that will raise aspiration, challenge stereotypes and promote equality and diversity.
3. Support in making well informed and realistic decisions.
4. Access to impartial and independent information and guidance about the range of education and training



options that are most likely to help pupils achieve their ambitions.

5. The Careers Adviser is available every Wednesday: 3.00pm - 4.00pm for pupils and parents to make appointments for advice and guidance.

Black Country Careers Hub Steering Group

Barr Beacon School is proud to be a Lead School in the Black Country Careers Hub Steering Group. We work with the local consortium of schools and business leaders to share best practice and help all schools work towards achieving the Gatsby Benchmarks by 2020.

The Gatsby Benchmarks

Barr Beacon School has adopted the Gatsby Benchmarks because they are judged to be an outstanding system for career guidance. <https://www.gov.uk/government/news/careers-guidance-for-modern-country-unveiled> / <http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

Benchmark 1: A stable careers programme

- The careers programme is structured and updated by the Careers Leader and a member of the Leadership Team. It is published and included on the school's website.
- The programme is evaluated with feedback from all stakeholders. The careers programme has a supportive link from governor level, through the Senior Leadership Team.
- A framework for the planning, monitoring, review and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Barr Beacon school will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass and Tracker tool, as well as using our own internal evaluations, including the opinions of providers, pupils, staff and parents/carers.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.

Benchmark 2: Learning from career and Labour Market Information (LMI)

- Labour Market Information (LMI) is included in the careers programme and additional knowledge is provided by the Careers Adviser.
- Parents/Carers and pupils can keep up to date with information about Labour Market Information by reading the careers section on the school website.
- The Careers Adviser provides independent careers guidance, including LMI to all Year 11 pupils and identified groups.
- Careers information and resources are located in the iCentre, which contains impartial information. It is reviewed annually by the Careers Adviser.
- An LMI Notice Board will be annually updated.
- LMI information will be shared with parents at Year 8 Pathways Evening.
- LMI updates will be shared with staff annually at a CPD session.
- Pupils complete individual research using online career programmes, with guidance and support from their tutor.
- Pupils are also encouraged to use the National Careers Service and Helpline.

Benchmark 3: Addressing the needs of each pupil

- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations. The Careers Pupils Entitlement outlines these aims. This is reinforced in careers assemblies National Careers Weeks.
- Barr Beacon school will keep accurate records of each pupil's career experiences using our own internal systems, Tracker and Start Profile. This will be supported by staff recording and reviewing their activities and communicating this to the Careers Leader. Staff Careers Champions (one representative for each subject) will be introduced to support with this dialogue.
- Pupils now have the opportunity to complete an electronic careers progress file, where pupils track their own career development and progression. Pupils complete individual research using online career programmes, including Start Profile, where they can explore their options, prepare for their



- future career and have access to a record of their careers experience.
- Destinations are collated by the Careers Leader with the support of the Careers Adviser, who reports these to the local authority.
 - An Alumni Network helps to foster greater links with our former pupils and allows us to track their long term destinations. It also brings about new opportunities for our pupils (such as mentoring), enriching the delivery of our careers programme.
 - The Careers Adviser offers guidance and support to SEND pupils, and their parents, regularly.
 - The Success Centre supports vulnerable groups at key transitions: Years 9 -10 with option choices and in Year 11 with an employability course to support with college applications.
 - The Careers Leader will track career aspirations of individual pupils from Year 7-13; this helps to provide personalised advice for pupils. The careers destination spreadsheet is updated annually. The information is also used to identify pupils for the most relevant talks/workshops/visits.
 - The Careers Adviser keeps accurate records of individual careers advice and these are shared with pupils.
 - Pupils in all year groups will be given the opportunity to identify different career routes through PSHE lessons, careers interviews and engagement events inside and outside of school. All pupils have information from the full range of providers, including apprenticeships, universities, colleges, training providers, gap year and voluntary organisations and local employers.
 - Sixth Form students have created their own Medical Society which is currently available for all year groups to join.
 - Science Technology Engineering Arts and Mathematics (STEAM) activities will form a large part of the careers programme in general but targeted activities will be organised by the STEAM lead on the Senior Leadership Team.
 - Most able pupils have the opportunity to take part in a range of activities, including Oxbridge opportunities.
 - Year 11 pupils meet with their form tutor, Careers Adviser and a member of the Leadership Team to discuss their career plans and to confirm a destination for the end of Year 11.
 - Year 13 students get individual support and meetings with the Careers Leader when applying to university or apprenticeships. These includes in depth advice and support completing and checking applications.
 - Sixth Form students are encouraged to attend summer schools and university workshops.
 - Year 11/12 pupils are given the opportunity to apply for the National Citizenship Service (NCS).
 - Year 11 will take part in a 'Next Steps' Day, where they select to experience a day at college or as a Sixth Form student.
 - Pupils also have the opportunity to become a Careers Champion.
 - Pupil planners include information on employability skills.

Benchmark 4: Linking curriculum learning to careers

- Employability and enterprise skills are embedded with the curriculum and developed in all lessons. These develop skills which will encourage pupils to become more effective workers, within a wider range of careers.
- Form tutors teach the allocated careers lessons with the PSHE programme and ongoing training needs are identified for planning and delivering the careers programme. Appropriate INSET is then planned to meet the required needs.
- The school supports national events and we take part in the National Careers and Enterprise Weeks, where pupils take part in relevant activities. Learning during all lessons will have a link to careers during this week.
- Staff are encouraged to link learning in lessons to careers and employability skills.
- Heads of House promote and recognise achievements within weekly assemblies and via the school newsletter.
- Staff Career Champions (one representative for each subject) are being created to keep the Careers Leader informed of the careers work teachers are doing within their department, so we can record this centrally, and they will also help encourage more achievable work towards this.
- Pupils will experience a series of planned STEAM activities either in lessons, workshops or afterschool clubs; these are updated annually.



Benchmark 5: Encounters with employers and employees

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, enterprise clubs, employer talks and higher education presentations.
- Where appropriate, we will arrange visits for pupils to local businesses, colleges, work-based education, training providers and universities. This will assist pupils in making an informed decision about their future career.
- Pupils have access to a wider variety of external speakers from local and national employers, professional organisations, and Alumni.
- Careers Fairs and Speed Networking events allow all pupils the chance to engage with local employers.
- Greater links with our Alumni are allowing pupils to engage with their work experiences and gain opportunities, such as mentoring.
- We will continue to develop partnerships with local employers and apprenticeship providers.
- Barr Beacon School will work closely with Careers and Enterprise Company to engage with their programmes and create new opportunities for our pupils. The school works in partnership with the Enterprise Adviser Network.
- Key Stage 4 and 5 pupils/students take part in mock interviews with representatives from local universities, employers and the Rotary Club as well as experienced staff in school.

Benchmark 6: Experience of work places

- Year 12 students take part in a work experience placement organised by themselves (with school staff support if needed), helping them gain an insight into the realities of searching for employment.
- Year 12 pupils/students are encouraged to attend a university summer school.
- Year 11 and 12 students are encouraged to take part in NCS.
- Pupils in Year 7 and 8 are given the opportunity to experience the role of supporting clerical staff as a Duty Monitor.
- Year 9 have the opportunity to take part in 'Take Your Child to Work Day', where they spend a day shadowing a parent, family member or family friend at work.
- Pupils can learn about work during careers presentation and events in school given by parents, alumni, apprentices and employers.
- Where possible, trips to employers will be organised. Pupils will be targeted using the careers aspirations database or opportunities will be advertised for pupils to sign up.
- Pupils in older year groups are encouraged to gain additional work experience/shadowing during their spare time in the holidays.

Benchmark 7: Encounters with further and higher education

- The annual Careers Fair allows each pupil to have a meaningful encounter with learning providers, including sixth form, colleges, local employers, apprenticeship providers, training providers, voluntary schemes and gap year organisations. Specialist workshops will also take place during the Careers Fair.
- By the end of Year 13, all students will have experienced at least two visits to universities, including a university from within the Russell Group.
- All Year 7 pupils will visit a university to raise their aspirations.
- Universities and colleges are regularly invited into school to speak to pupils or deliver workshops. These workshops and presentations from higher education providers take place for pupils in Years 7-11.
- The Sixth Form PSHE programme includes numerous workshops and presentations by a full range of learning providers, including Student Finance England.

Benchmark 8: Personal guidance

- Pupils at Barr Beacon School will be supported either as individuals or in groups. This may be face-to-face or at a distance.
- The Careers Adviser, will provide targeted independent careers guidance to all Year 11 pupils and identified pupils in all year groups.
- Year 13 pupils applying for apprenticeships will be given regular meetings with the Careers Adviser to support them in searching for and applying to apprenticeships, and in checking CVs/applications and providing mock interviews.



- Mock interviews are offered to all Year 11 pupils before attending college/apprenticeship interviews.
- The careers section on the school web page and the careers library within the iCentre includes up to date careers information.
- Independent face-to-face careers guidance, where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, looked after children or those who have special educational needs, learning difficulties or disabilities, will be provided when appropriate.
- Barr Beacon School will work closely with the Local Authority through the provision of SEND support services: preparing for adulthood.
- Access to an impartial Careers Adviser is available on request to all pupils and parents, including a drop-in session every Wednesday.
- Sixth Form students get additional guidance and support from the Careers Leader when applying to university or apprenticeships. These includes in depth advice and support completing and checking applications.
- Leadership talk to all Year 11 pupils to ascertain their future plans and advise accordingly. This information is also fed back to the Careers Leader and Senior Leadership Link so future planning can be considered.