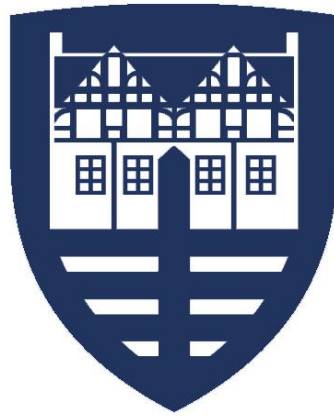


Cognita Schools Ltd

# Careers Guidance Policy

## Meoncross School including EYFS



May 2016

# SCHOOL AIMS

- Academic Excellence
- Achievement in a wide range of activities
- Care and respect for the individual within a safe environment
- Creating opportunities for challenge and leadership
- Good discipline and a sense of order
- Service to others – in school and in the community

## Introduction

We believe that a well-planned Careers Education and Guidance programme plays a major contribution in preparing young people for the opportunities, responsibilities and experiences of life. It is instrumental in helping young people make decisions and manage transitions as learners and as members of the workplace. With the introduction of more flexible routes for 14- 19 year olds, it is vital that young people have the knowledge and skills they need to make informed choices. Our continuous, progressive careers programme, alongside other related curriculum activities, promotes personal and social development.

### **The DfE National Framework for Careers Education and Guidance states that effective careers programmes:**

- Contribute to strategies for raising achievement, especially by increasing motivation.
- Support inclusion, challenge stereotyping and promote equality of opportunity.
- Encourage participation in continued learning, including higher education.
- Develop enterprise and employability skills.
- Reduce drop out from, and course switching in, education and training.
- Contribute to the economic prosperity of individuals and communities.
- Help students to develop skills in self-appraisal in order that they make reasonable decisions regarding subject choices, career opportunities and progression pathways.
- Support the students' development of key skills and personal qualities such as tolerance, co-operation and initiative.
- Enable students to make informed choices at key transition points and respond positively to change.

- Ensure that students have high quality, accurate and up-to-date information about careers and work opportunities and that they know the sources of help they can call upon and make effective use of resources.
- Ensure that all students gain an understanding of the world of work and participate in a minimum of a week of work experience.
- Meet the statutory requirements for the provision of Work Related Learning and Enterprise Education.

**PRACTICE** Our Commitment: Meoncross School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 ensuring that Every Child Matters. The entitlement of all our learners is described and communicated via the 'Meoncross Careers Commitment'. This policy will be developed and reviewed annually through discussions with teaching staff; the Head of Careers, students, parents, advisory staff and other external partners such as Education business Partnership (EBP).

It is underpinned by the school's policies for learning and teaching and assessment, recording and reporting achievement, PSHE and Citizenship, enterprise and work related learning, equal opportunities, health and safety and inclusion. The careers programme is differentiated to meet the needs of all students at our school. It reflects the National Framework for Careers Education and Guidance and thereby ensures progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to careers education and guidance that is impartial and confidential. It is integrated into their experience of the whole curriculum which is based on a partnership with students and their parents or carers. The programme promotes diversity, equality of opportunity and is inclusive of all regardless of disability, ethnicity, gender and religious belief. We challenge stereotyping and traditional role models and we encourage our students to achieve beyond their current socioeconomic background.

### **Careers Programme**

Meoncross' Careers Programme has two components, education and guidance which are interrelated and depend on each other for their effectiveness. Each supports and complements the other. Careers Education: Helps our young people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into HE/ FE/ work. This is achieved through:

- Citizenship/PSHE lessons.
- Work experience, work shadowing, work visits, and work simulation such as mini-enterprises.
- Tutorial / Mentoring Coaching program.
- Assemblies.
- Creative Curriculum Days
- Stem Days – an emphasis on the diverse professions that require a Stem subject and the opportunities open to girls and boys.

**Careers Guidance:**

Enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them. We aim to provide independent information, advice and guidance on learning and progression to HE, FE and work, both as a discrete activity and embedded within our learning programmes. Information, Advice and Guidance (IAG) is delivered at all stages of a student's learning and by a range of staff: This impartial advice and guidance enables each individual learner to choose the courses which are right for them through group work and individual interviews.

- Support and advice through individual interviews with Head of careers.
- Year 9 – interview

- Attendance at National and Local Careers Fairs
- Individual student evidencing and signposting of careers advice. A potentially important role is played by the Mentoring / Coaching programme at Meoncross. This has been designed to encourage students to manage their own learning and to see its relationship with their career plans.
- Cambridge Profile (May of Year 10)
- Dedicated workshops and in- house fairs for the Year 9 Option process.
- Links with industry and other external partners to deliver discreet programs of employability.
- CV building and interview practice.
- Centigrade aptitude test ( Year 12)

All staff should contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Head of Careers and the academic progress team that incorporates all year groups. Careers information is available in the Library and on the Virtual Learning Platform. The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities, work related learning (including work experience), action planning and recording achievement. Careers lessons are part of the school's Personal Development programme. Other focused events are provided from time to time, such as vocational projects with industry. Work experience preparation and follow-up take place in pastoral lessons and other appropriate parts of the curriculum. (See PSHE curriculum map). All our post-16 students have a comprehensive UCAS/ careers programme, which includes one-to-one tutorial support for discussion over career or university choices, the writing of personal statements and a series of practice interviews, where appropriate. For students opting to enter the work place, we are

also able to offer advice, as appropriate and also practical support for potential interviews. At the end of year 12, students receive a session preparing them for the UCAS process and in Year 13, an individualised programme of support. We have close links with various universities, such as Cambridge University, and the Universities of Portsmouth and Southampton. In addition, we also have links with Cemast who supports the programme. Visits to open days and admissions seminars are undertaken.

### **Monitoring and Evaluation**

Our Careers Education and Guidance programme is evaluated annually as part of the school's self-assessment process in order to identify areas for improvement. We constantly obtain feedback from all year groups in addition to feedback obtained from Year 11 and Year 13 students regarding destination measures.

### **Future Developments:**

- Visits to universities to include parents where the student would be the first in the family to study at university.
- Show and tell by parents of their careers.
- Tutorial time/Assemblies drop in sessions from industry professionals aimed at targeted groups informed by destinations & areas of interest identified by career interviews.

At Meoncross we have a comprehensive guidance and career education programme plan. In addition, every three years we conduct a survey of students, parents, teachers and other partners to evaluate the delivery and effectiveness of all components of the programme. It seems that successful strategies involve a highly individualised approach, looking after young people's personal and social needs as well as their educational and vocational guidance needs.

### **Key Personnel**

**SLT – Assistant Head Teacher Academic CJ**

**Head of PSHE/ Citizenship AC**

**Tutor time co-Ordinator MR**

**Head of Careers AC**

**Head of Sixth Form**

**CJ**