



## Careers Policy

**School Division:** Senior School

**Policy Division:** Curriculum

**Policy Owner:** Head of Senior School

**Date:** April 2022

### 1. Aims

It has become increasingly the case that students in Years 9 – 13 are facing life-long decisions earlier in their education than has ever. The reforms brought in by the government over the past five years has seen a shift in all subject areas to a more rigorous and academically robust version of their previous selves. However, industries have foreseen the need for an alternative to the traditional academic route into careers by expanding the number of vocational routes available into almost every professional sphere. The difficulty that all schools continue to face is how to create opportunities that help students, parents and teachers engage in useful conversations which aim to help young people make realistic choices about future careers and ambitions. This policy aims to clarify Claremont's approach to delivering comprehensive 'careers advice' to its students which is in line with current and previous Government Policies.

Claremont Senior School and Sixth Form has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers December 2018). This includes the following:

- An obligation to provide independent careers guidance from Years 8 to 13
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 13
- Use the Gatsby Benchmarks to improve careers provision
- Appoint a named person to the role of Careers Leader (September 2018)
- To publish details of the careers programme for young people and their parents (September 2018)

Careers Guidance will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.

## **2. Content**

### **2.1 Commitment**

Claremont Senior School is committed to providing high quality impartial careers guidance for all students in partnership with My Future Starts Here, Friends of Claremont School, Amazing Apprenticeships, Unifrog and any other appropriate external agencies.

Claremont Senior School endeavours to follow –

- Careers guidance and access for education and training providers (DfE, 2017)
- CDI Framework for careers, employability and enterprise education (2020)
- The Foundation Code (ASCL, AoC, 157 Group, ATL, AELP, SFCA, NFER, (March 2015)
- Any other relevant guidance from DfE, QCA and Ofsted as appropriate.

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the school is committed to ensuring that the eight benchmarks of good practice are in place by 2020. These eight benchmarks are:

1. A stable Careers Programme
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

### **2.2 Student needs and entitlement**

Students at Claremont Senior School will benefit from:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits and access to coaches and mentors.
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available.
- Access to and encouragement to gain work experience where it is appropriate and beneficial.
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, as well as opportunities available from other post-16 providers.
- Face-to-face advice and guidance to build confidence and motivation.

- Coordinated support from external agencies.
- Information, including local Labour Market Information from a range of sources to develop a smoother pathway between education and work.
- Access to careers advice and resources from trained specialists at My Future Starts Here, Work Ready Schools, and Unifrog.
- The opportunity to book a careers appointment with a trained specialist at school. This opportunity is available to all students in every year group.
- Activities during form time in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Tailored support for all students in Year 9 and above.

### **2.3 Implementation**

The Head of Futures coordinates the careers programme and is responsible to the senior leadership team. Work experience is promoted and facilitated by the teachers in conjunction with the parents and students. In most cases, work experience will be organised by the students themselves in either year 11, 12 or 13.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the Head of Futures as well as outside relevant agencies and, in the future, accredited staff. The Careers programme is planned, monitored and evaluated by various form teachers allocated to certain year groups with direction and advice given by the Head of Futures, Director of Sixth Form as well as a Head of House. The careers leaders identified above will be given support by the SLT as well as My Future Starts Here and Unifrog.

### **2.4 Curriculum**

Careers guidance is part of the school's Enrichment programmes, which run in the junior and senior parts of the school. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and personal development tasks aimed to prepare students for the world of work. Visits from outside agencies provide guidance in specialist areas covering most professional industries.

Other focused events such as UCAS and career exhibitions are also options for students and staff to attend throughout each academic year. Students at Claremont Senior School have access to the Unifrog website which has free micro-learning courses which are designed to enhance soft skills in students. The site also has search engines for apprenticeship and internship opportunities as well as university courses.

From 2018 the school will provide a Sixth Form Enrichment Programme which aims to develop students in 3 key areas; Personal Skills, Professional Skills, and Academic Skills. This is a unique opportunity for students who want to

strengthen their employability skills whilst studying an A Level or a BTEC programme. This programme of study has been developed in consultation with employers and offers students' work-related opportunities that are rarely available in other similar institutions.

## **2.5 Additional Opportunities**

Students in KS4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Access to an alumni network to support current students through career talks and through personalised information on specific career paths
- Parent and student workshops for sixth form students and parents to increase and knowledge and awareness of local and national career opportunities, with particular focus on apprenticeship schemes
- Utilisation of the parental body to facilitate work one to one with a small cohort of students, offering support and advice, and access to contacts for work experience or wider information such as preparation for job interviews and applications.

## **2.6 Partnerships**

The school has partnered with Unifrog, a leading company that provides up-to-date and relevant careers and university information. All students have an individual account where they can explore a wealth of post school pathways information at their convenience. We also work with a company called 'My Future Starts Here' who have many local connections with various industries. They help us deliver very unique and bespoke events that help deliver information about the changing nature of work as well as opportunities for students to hear from local people about a wide range of opportunities.

## **2.7 Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers guidance area. Our school partner; International Schools Partnership provides guidance and support centrally as well as funds the school's Unifrog subscription.

## **2.8 Staff Development**

Staff training needs are identified in conjunction with the Director of Sixth Form and Headteacher and will focus on the provision of Unifrog and ensuring students are utilising this resource to the best of their ability. Regular training is offered and led by the Head of Futures. The Head of Futures will also undergo training when required, delivered by our school partners including Unifrog & UCAS.

## **2.9 Monitoring, Review and Evaluation**

The agreement with Unifrog is reviewed annually. The school's careers programme is reviewed annually by the Director of Sixth Form. The focus is to identify gaps and support improvement.

## **2.10 Supporting Policies and Related Information**

The policy for Careers Guidance supports, and is itself underpinned by, a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity.

## **3 Policy Owner**

The policy owner is the Head of the Senior School.

## **4 Issue Date**

Issue date: April 2022.

## **5 Review Date**

This policy will be reviewed annually. The next review is due in April 2023.