

SPALDING HIGH SCHOOL



CAREERS EDUCATION POLICY

HEADMISTRESS: Mrs M K ANDERSON

SCHOOL CAREERS COORDINATORS: Mrs L O'BRIEN (KS3&4)
Mrs D BUSHELL (KS5)

LINK GOVERNOR: Mr S WILLIAMS

DATE AGREED: MARCH 2016

REVIEW FREQUENCY: Bi-annual

Executive Summary:

This policy sets out the statutory regulations and school procedures for careers education and guidance. As a maintained community school, SHS follows the Lincolnshire County Council agreed practices and regulations. This policy has been written in to ensure compliance with Section 42A and Section 45A of the 1997 Education Act and in response to the Department for Education statutory guidance "Careers guidance and inspiration in Schools" (March 2015) and full credit is given to this document.

Related Policies:

Child Protection
Confidentiality
Equal Opportunities/Inclusion
PSHCE and Citizenship
Assessment, recording and reporting

Chair of Governors

Date

Headmistress

Date

Section 1: Introduction

- 1.1 A young person's career is their pathway through learning and work. Schools have a statutory responsibility to provide a programme of careers education for pupils in Year 8 to Year 13. At Spalding High School (SHS) our careers education programme is delivered from Year 7 to Year 13 and in collaboration with a range of external organisations, including Lincolnshire Careers Service.
- 1.2 The current programme has been developed using "Careers guidance and inspiration in school", statutory guidance from the Department for Education (March 2015).

Section 2: Aims

- 2.1 Careers Education at Spalding High School provides a planned, progressive program of learning activities to help young people to:
 - i. Learn about the structures, systems and factors that guide, shape and influence people's career prospects and career development.
 - ii. Explore how these could affect their future choices, why they need to consider them when making their own career decisions and plans and how they can do so.
 - iii. Develop and practice the self-help skills they need to progress their own career plans and development, including making discerning use of careers information, advice and guidance.
 - iv. Develop high aspirations and consider a broad and ambitious range of careers.
 - v. Make real life contacts from the world of work and understand how these contacts and experiences can help them make decisions about their own futures.
 - vi. Leave school prepared for life in modern Britain.
- 2.2 Whilst much of the delivery and content of the programme is applicable to whole year groups, there are a wealth of opportunities for small groups with similar needs or interests to be supported (for example within the programme of specific talks from employers) or to respond to the distinct needs of individual pupils (for example, the Senior Staff interviews or 1:1 Careers Meetings).

Section 3: Delivery

- 3.1 Careers education at Spalding High School is taught as a module of lessons within the Personal, Social, Health & Careers Education (PSHCE) programme for each year group in Years 7 to 11 and through dedicated Careers Lessons in the Sixth Form. See Appendix 1 for the programme of content.
- 3.2 The Careers Education programme aims to prepare young people for the opportunities, responsibilities and experiences of life, so that they can make and implement well-informed and realistic decisions about their future. Pupils are encouraged to take part in enrichment activities such as work experience, enterprise activities, careers fairs, university visits and attend talks by visiting speakers.
- 3.3 Careers Coordinators and advisors are available to talk to parents and pupils during Parents' Evenings and Curriculum Evenings. Discussions cover Option Choices, Higher Education, Further Education and Career Options. We work collaboratively with external agencies such as Lincolnshire Careers Service, National Apprenticeship Advisors and EBP to ensure pupils have access to appropriate and independent advice. Interviews are available with the Careers Advisors from Lincolnshire Careers Service as part of the Careers Plan initiated in Year 9 and

developed through Years 10-13. Independent Careers Advisors are also available on the two National results days in August.

- 3.4 The School has a service level agreement with the Local Authority Careers Service to assist with the development of resources and provide independent advice and support for pupils and parents. LCC Careers Advisors also assist with staff training and information and signpost opportunities and expertise for the Careers Coordinators. The School also works very proactively with EBP and in 2015 were one of the top 5 schools in Lincolnshire for National Citizenship Service. The Duke of Edinburgh Scheme and Young Enterprise Scheme are also successful and highly supported within the School and provide further opportunities for pupils to engage in careers related initiatives.

Section 4: Resources

- 4.1 Resources are provided by the Careers Coordinators and regularly reviewed for age and content suitability. The new programmes of content were fully reviewed and re-designed during 2015 and in collaboration with the Pastoral Team and Senior Leadership Team. Many of the resources used have been developed in collaboration with the Lincolnshire Careers Service.

Section 5: Monitoring and Evaluation

- 5.1 Lessons are regularly reviewed by the Careers Coordinators and Form Tutors. Pupils evaluate each lesson to allow regular feedback. These comments are used to refine and develop the programme which is reviewed annually by the Careers Coordinators.

Section 6: Assessment, Recording and Reporting

- 6.1 Pupils are involved in self-monitoring using reviews and action plans. These are organised as part of the Records of Achievement scheme in combination with response to discussion, observation, questioning and review.

Section 7: Those with medical needs, Special Educational Needs and Disabilities

- 7.1 Careers Coordinators work closely with the SEND Manager and SENDCo to ensure that relevant advice and support is given to students with special needs, medical needs or disabilities. This is included within Individual Education Plans (IEPs), Medical Needs Plans or Educational Health Care Plans (EHCs).

Section 8: Gifted and Talented

- 8.1 Careers Coordinators work closely with the Gifted and Talented Co-ordinator to ensure that relevant advice and support is given to students identified as gifted and talented.

Section 9: Reporting to the Local Authority and Department for Education.

- 9.1 SHS tracks and reports destination data to both the Local Authority and the Department for Education. Destination data is scrutinised and used as a tool to both inspire younger students and reduce the number of students vulnerable to NEET (not in education, employment or training). This data is also presented to the Governing Body.

Section 10: Responsibility of the Governing Body.

- 10.1 The Governing Body of SHS ensure that the careers guidance provided:
- i. Is presented in an impartial manner.

- ii. Includes information on the range of education or training options, including apprenticeships and other vocational pathways.
- iii. Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.
- iv. Achieves statutory compliance.
- v. Promotes best practice.

10.2 There is an annual meeting between the Link Governor and Careers Coordinators on the Governors' Training Day. Careers matters are also reported upon within the Governors' Pupil Support Sub Committee.

Appendix 1: Careers 7-13 Programme of Content

Year Group	Content	Delivery
Year 7	Careers Module via PSHCE: <ul style="list-style-type: none"> • Soft Skills X 2 lessons • Careers Stereotyping • An introduction to STEM • CITB Presentation 	4 lessons via PSHCE Year 7 Curriculum Evening (pupil and parental advice) with a presentation from LCC Careers Service on Careers education and careers stereotyping. Presentation slides available on School website.
	Year 7 Tea Party	Entrepreneurial opportunity to plan, deliver and host a tea party.
Year 8	Careers Module via PSHCE: <ul style="list-style-type: none"> • Further Soft Skills • Further STEM • The Real Game 	4 lessons via PSHCE The Real Game. Year 8 Curriculum Evening (pupil and parental advice) with a presentation from LCC Careers Service on Careers education and careers stereotyping. Presentation slides available on School website.
	Year 8 Charitable Donation Programme	Entrepreneurial opportunity to plan, deliver and implement a year-long charity drive. An initial investment is awarded and the final total donated to a charity of the groups' choice.
Year 9	Option Process	Year 9 Curriculum Evening (Options Evening) inc presentation from LCC Careers Advisor / Assemblies. Option & Careers Fair (2 X lunchtimes) Subject specialist talks/leaflets/older students.
	Year 9 Interviews with senior staff.	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor where necessary.
	Careers Module via PSHCE: <ul style="list-style-type: none"> • Initial Careers Plan • Hard Skills • STEM • Careers Library and software • Local job market / Careers options/Independent advice. 	5 lessons via PSHCE Year 9 LCC Presentation covering local and national issues / option choices. Higher Ideas computer programme. Teeninfo links website. Careers section of School website (in progress).
	University Visit	1 whole Day / two university options.
Year 10	Careers Module via PSHCE:	10 lessons via PSHCE.

	<ul style="list-style-type: none"> • Apprenticeship Talk • Work Related degrees • Develop Career Plan further • Careers Library and software • CV • Letter of application • Work experience • Work experience talk • Work experience prep • Work experience follow up & de-brief 	<p>Year 10 Curriculum Evening inc presentation from LCC Careers Advisor.</p> <p>Work Experience presentation.</p> <p>Higher Ideas computer programme.</p> <p>Teeninfo links website.</p> <p>Careers section of School website (in progress).</p>
	Interviews with Senior Staff	<p>To review progress and careers plan.</p> <p>To identify those who need further careers advice or separate meeting with Careers Advisor.</p>
	LCC 1:1 careers meetings begin.	Approx. 40 mins with an individual Careers Plan inc.
	Duke of Edinburgh Award Scheme.	Volunteering Section and opportunities for skill & knowledge development.
Year 11	<p>Careers Module via PSHCE:</p> <ul style="list-style-type: none"> • Update Careers Plan. • 16+ Choices 	<p>5 lessons via PSHCE.</p> <p>Including presentations from LCC Careers Advisor and National Apprenticeship Programme.</p> <p>Higher Ideas computer programme.</p> <p>Teeninfo links website.</p> <p>Careers section of School website (in progress).</p>
	Information assemblies and talks in lessons.	Assemblies and lesson time.
	16+ Evening	Parents and Students information evening inc university stands and LCC Careers Service. Also presentations from Senior staff, subject specialists and senior students.
	Interviews with Senior Staff	<p>To review progress and careers plan.</p> <p>To identify those who need further careers advice or separate meeting with Careers Advisor.</p>
	LCC 1:1 careers meetings	Approx. 1 hr including individual careers plan.
	16+ Taster Day	1 day to experience life in the sixth form, taster lessons and study period.
	Opportunities to visit other providers.	Encouraged and authorised.
	Life in the Sixth Form Talks	Presentations from Sixth Form Team and Senior staff during study periods.
	16+ Interviews	Interviews with Senior Staff to discuss course choices for internal students and transferees.
	16+ Choice Process	As outlined above.
	External Speakers & Employer Talks	Presentations from visiting speakers (inc ex-students), professionals and external organisations during study periods.
	EBP & National Citizenship Service presentation.	Opportunities for skill & knowledge development.
	Duke of Edinburgh Award Scheme.	Volunteering Section and opportunities for skill & knowledge development.
	National Results Day (August)	SLT, senior staff and LCC Careers Advisor on hand to offer support, advice and guidance for progression routes.
Year 12	Careers lessons	<p>One lesson per fortnight with DBU.</p> <p>Future plans information (initial ideas regarding post A level progression routes) collected from students and collated in Term 2 to inform requirement for any specific individual support needed and inform planning. This information shared with tutors.</p>

	<p>Students are given 'Useful websites to investigate in the Sixth Form' list. These sites will be used in lessons throughout the year.</p> <p>Lessons (and where appropriate individual support) provide opportunities to research and offer support:</p> <ul style="list-style-type: none"> • progression route options • applying to HE, courses • skills and how these can be matched to progression routes • LMI and 'Careers of the Future' information • studying abroad • gap years • volunteering • preparing for HE open days • MOOCs • Oxbridge potential students
PD Programme lessons/talks:	<p>Delivered via PD programme rather than standalone Careers lessons.</p> <p>Sessions on 'Why go to university?', student finance, talks from former students about volunteering, gap years etc.</p>
Personal Statement writing	<p>Discussed in careers lessons and on Personal Statement Writing Day in mid-July each year. During the day students are given guidance on how to construct statements. Input from outside speakers about personal statements but also other progression routes such as apprenticeships.</p>
Developing careers plan further / 1:1 sessions	<p>DBu continues with 1:1 sessions or LCC where necessary</p>
UCAS information evening	<p>Information evening in April for parents and students about the UCAS process. Input from outside speakers from universities regarding applications and student finance.</p>
Young Enterprise Scheme	<p>In Young Enterprise Company Programme students set up and run a real firm for a year under the guidance of a business advisor and a Centre Lead. They obtain practical experience of the joys and pitfalls of creating a truly functioning enterprise.</p> <p>Delivered across an academic year, young people make all the decisions about their company, from raising the initial share capital through to designing their product or service to selling directly to customers and ultimately winding up the company and paying their taxes. Students are expected to run their business as a fully functioning real life business with roles such as:</p> <p>Managing Director Finance Director IT Director Marketing Director HR Director Sales Director Operations Director Company Secretary</p> <p>Students participate in workshops, trade fairs and area competitions within the South Lincolnshire Area, with opportunities to represent the area in County, Regional and nationwide competitions.</p>

	Interviews with Senior Staff	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor.
	LCC 1:1 careers meetings	Approx. 1 hr including individual careers plan.
	External Speakers & Employer Talks	Presentations from visiting speakers (inc ex-students), professionals and external organisations during study periods on Fridays.
	EBP & National Citizenship Service presentation.	Opportunities for skill & knowledge development. The 4 week summer programme involves one week on an outdoors activity residential, one week at Nottingham University learning life skills and planning a charity event, a third week raising money for charity and the final week carrying out a community action project.
	Duke of Edinburgh Award Scheme and Outlook Expedition.	Volunteering Section and opportunities for skill & knowledge development.
	National Results Day (August)	SLT, senior staff and LCC Careers Advisor on hand to offer support, advice and guidance for progression routes. Steadfast Training representatives also available to advise on apprenticeship opportunities.
Year 13	UCAS process	Students continue to work on applications and submit their applications. Tutors work closely with students. Process overseen by DBU and LB.
	Further developing careers plan / 1:1 sessions	DBU continues with 1:1 sessions or LCC where necessary. Students revisit CV & formal letter writing. Interview techniques and questions practised.
	Mock Interviews (Rotary, Heads of Dept and DBU)	All Oxbridge, medicine, nursing, midwifery, teaching applicants are interviewed by members of the Rotary Club in Nov-Dec and Heads of Dept. Other students are welcome to ask to be interviewed as and when interview dates come through. Students are able to request a mock interview with DBU and LB.
	External Speakers & Employer Talks	Presentations from visiting speakers (inc ex-students), professionals and external organisations during study periods on Fridays.
	EBP & National Citizenship Service presentation.	Opportunities for skill & knowledge development. Opportunities to be a mentor for other participants in the summer holidays.
	Duke of Edinburgh Award Scheme & Outlook Expedition.	Volunteering Section and opportunities for skill & knowledge development.
	Interviews with Senior Staff	To review progress and careers plan. To identify those who need further careers advice or separate meeting with Careers Advisor.
	LCC 1:1 careers meetings	Approx. 1 hr including individual careers plan.
	National Results Day (August)	SLT, senior staff and LCC Careers Advisor on hand to offer support, advice and guidance for progression routes. Steadfast Training representatives also available to advise on apprenticeship opportunities.

Appendix 2: Careers Education Policy – Action Plan

Target/Objective: To further improve Careers Guidance and information for students across all year groups.			
What?	When?	Resources/Cost?	Why?
Build up links with organisations/employers within the local area.	12 months, starting Feb 2016	Time to liaise with local contacts.	To further enhance our Careers related activities within PSHCE/Careers programme.
Design and implement an internal Apprenticeship opportunities database.	12 months, starting Feb 2016	Time	To provide easier access to information regarding local apprenticeship opportunities for students not aiming to go to University.
Audit departments within school.	By end of Summer Term 2016	Time & support from all department heads	To gain a better awareness of Careers related activities currently on offer within school.
Further develop Friday afternoon Careers Talks.	Planning for next year's sessions – Summer Term	Time	To offer a broader range of subjects/careers/ex-students.
Further develop Careers Page of the School Website.	12 months, starting Feb 2016	Time	To provide improved information to students and parents regarding Careers within school.