

St Aidan's Church of England High School, Harrogate

Careers Department

Policy

for

Careers Education, Information, Advice and Guidance

Aims

St Aidan's is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 9 -13 and we seek to ensure we adhere to the guidelines as outlined in "Careers guidance and inspiration in Schools – statutory guidance for governing bodies, school leaders and school staff" March 2015

In line with the statutory guidance above, we firmly believe that every child should leave school prepared for life in today's society. High quality, independent careers guidance is crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions. We can demonstrate that we fulfil this obligation and ensure our students develop high aspirations and consider a broad range of career options.

We aim to ensure all our students are able to have the skills and knowledge to:

- develop an understanding of the world of work and how to respond to changes in today's workplace
- develop research skills to full utilise information, advice and guidance
- develop self-knowledge and be confident in making decisions and career choices
- develop skills required to review achievements, plan future actions and make decisions and handle the transition process

Commitments

The school Governors and Senior Leadership Team have a long standing tradition of commitment to CEIAG and this is demonstrated in the resources available as follows:

- An established and bespoke Careers Department located in Bede House.
- A Head of Careers and Assistant Head of Careers both of whom are employed directly by the school and are professionally qualified Careers Advisers, dedicated to offering independent and impartial careers information, advice and guidance to students on all the options available to them.
- An Independent Careers Adviser who is employed on a freelance basis and helps to further meet our statutory duty to offer further impartial guidance.

- Our team of Career Advisers are all qualified to Level 7 and have built up an extensive bank of knowledge, expertise and contacts to provide a quality and bespoke service to students.
- The Careers Department is supported by an Administrator and Work Experience Coordinator to ensure the smooth running of the department.
- The school also employs a Business Liaison Manager who strives to ensure our students have the opportunity to develop entrepreneurial skills and prepare them for the world of work.
- Continuous Professional Development – to ensure we keep our knowledge and skills up to date.
- The Careers Department works primarily with students from Year's 8 to 11 at St Aidan's CoE High School , St John Fishers Catholic High School and Years 12 and 13 at St Aidan's and St John Fisher's Associated Sixth Form.
- St John Fishers employs a Careers Coordinator (Year's 8 to 11) and the Assistant Head of Sixth Form has responsibility for Careers with Year's 12 and 13 students.
- We have a well-resourced careers library that is accessible to students at all times and a dedicated website with links to relevant and up to date careers information and online resources on key post 16 and 18 opportunities including local and national job vacancies.

Working with students

- Our aim is inspire and motivate students and the Careers Department works closely with local, regional and national employers and providers of apprenticeships, universities and colleges to ensure students have access to all opportunities available.
- We have well established working relationships with SLT, Heads of Years 8, 9, 10, 11, Sixth Form and Heads of Departments.
- A comprehensive career education programme is accessible at key transition points and is delivered by Career Advisers, Form Tutors and Senior Tutors and covers the following:
 - Year 8/9 Choosing options and decision making
 - Year 10/11 Post 16 options and work experience
 - Year 12/13 Post 18 options
- Individual careers guidance is a key element of our CEIAG programme and all students (and where appropriate parents) have access to face to face guidance at individual point of need.
- We ensure to students are informed of all options available to them and receive impartial careers advice and guidance.
- We offer an inclusive service to all students from supporting high achieving students to fulfil their potential to working with our more vulnerable students to ensure they can access all opportunities available.
- A comprehensive programme is available to our SEN students and they receive specialist advice and guidance to help them make smooth progressions at key transition points.
- Annual Careers evenings are held to inform students of career opportunities and we invite in external speakers from business and education to talk to students about employment and education locally, regionally and nationally.

Equal Opportunities

We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure our students achieve their full potential.

Evaluation, monitoring and review

The Careers Departments development plan is reviewed and evaluated annually to ensure it fits in with the aims and objectives of the schools development plan. We also have an ongoing SEF (self-evaluation form) as a tool to practice. Destination data enables us to monitor the progression of our students and the impact of the CEIAG provision. Ongoing feedback and evaluations from students contribute to the review of career programmes and that they meet the needs of students.

September 2015