



**Careers Department
Policy
for
Careers Education, Information, Advice and Guidance**

Aims

This policy is underpinned by our long-term vision and core values based on love, compassion and respect for each other as well as the world we live in. The core values of our school are at the heart of our careers programme:

W
Wisdom

Learning all that we can about the world and how to live well in it

It is good for us to study, explore and determine the fullness of life. We may discover new interests, talents and enthusiasms. We will contribute to the world in better ways, understanding how to live and learn well.

A
Aspiration

Exploring our calling and achieving the best for others and ourselves

We aim for and look forward to the many achievements and blessings to come and to exploring our calling in life. We work hard and respond well to challenges, achieving the best for others and ourselves.

L
Learning well together

Putting good relationships at the heart of our community

We strive to create a community where everyone learns well together, sharing the journey with common values and goals. We try our best, at all times, to relate well to each other and to be kind and keen in the service of others.

K
Kindness

As God's children, upholding dignity and respect, justice and charity

We respect and celebrate each person for who they are and, as God's children, we recognise the importance of kindness and diversity. We welcome each and everyone, upholding dignity and justice and looking after one another.

The careers department at St. Aidan's is fully committed to fulfilling its statutory duties in relation to CEIAG. We have a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7 -13 and we ensure we incorporate the Gatsby Foundation Benchmarks for careers guidance across our careers programme.

In line with the statutory guidance, 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 have access to a careers programme that includes the 8 Gatsby Foundation Benchmarks so as they can develop an understanding of the world of work and how to respond to changes in today's workplace:

- A stable career programme
- Learn from career and labour market information
- Address the needs of each pupil
- Link curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Statutory Requirements and Expectations

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 resourced Careers Department located in Bede House.
- A Head of Careers and two Career Advisers are employed directly by the school and are professionally qualified to Level 6. They are dedicated to offering independent and impartial careers information, advice and guidance to students on all the options available to them.
- A Business Liaison Manager and Work Experience Co-ordinator, who strives to ensure our students, have the opportunity to develop entrepreneurial skills and prepare them for the world of work.
- Investment in Continuous Professional Development, to ensure Careers Advisers keep their knowledge and skills up to date.
- The Careers Department works with students at St. Aidan's Church of England 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 Lead and the Assistant Head of Sixth Form has responsibility for Careers with Year's 12 and 13 students.
- 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.

Learner Entitlement

- 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 the Senior Leadership Team, Heads of Years 7, 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 7-11 a planned tutorial programme with sessions focusing on: skills for your career, careers research, your careers journey and financial literacy.
 - Year 9, 10 and 11 sessions on choosing options and decision making
 - Year 10/11 Post 16 options on all routes including Sixth Form, College and Apprenticeships along with work experience support
 - Year 12/13 Post 18 options on all routes including further and higher Education, University, Apprenticeship and Employment
- Individual careers guidance is a key element of our CEIAG programme and all students (and where requested 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 students with special educational needs 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.

Management and Delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme. CIAG is planned and delivered by the Head of Careers. A member of SLT has direct responsibility for the line management of the careers programme.

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 school's development plan. We also have an ongoing SEF (self-evaluation form) as a tool of 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.

In March 2017, in collaboration with St John Fisher Catholic High School, St. Aidan's Careers Department were delighted to be the first schools in the UK to be awarded the National Quality Standard Award in Careers Education, Information, Advice and Guidance. This was reviewed in October 2020 and the school was successful in achieving the full award.

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