



St Edward's  
School

Unity - Achievement - Faith

# Careers Education Policy

**Reviewed and Approved by Personal Development, Behaviour and Attitudes Committee**

**On: 13<sup>th</sup> June 2024**

**Reviewed and Ratified by the Full Governing Body**

**On: 11<sup>th</sup> July 2024**

**Next review date: Summer 2027**

SLT are responsible for oversight of this policy's implementation

## **Introduction**

This policy covers St Edward's approach to Careers Education in our context as a joint Roman Catholic and Church of England School. Effective Careers Education enables young people to make responsible and informed decisions about their future and should help them to understand the fullness of life that God intended us to have.

Careers Education within the school links closely with our mission statement:

### **MAY WE BE ONE**

In purpose – educating for life in all its fullness

In faith – encountering God who lives among us, calling us to unity

In dignity – nurturing confidence and maturity

In community – striving together for justice, love and peace.

In particular, the Careers Education programme at St Edward's will focus on the "in purpose" and "in dignity" elements of the mission statement.

At the heart of Careers Education within the school is the desire for all students to live life in its fullness by understanding the purpose that God has called us to. We aim to help students acquire the skills, knowledge and attitudes to manage their learning and career aspirations. Ultimately, we work towards students becoming independent and productive adults who achieve their full potential and calling, living fulfilling lives. We aim to do this through our Careers programme. In this way students will be helped to see the fullness of life that God intended for us, through the discernment of each individual's vocation.

Our Careers programme aims to provide high quality advice and guidance, ensuring that students are informed of the range of options available to them at key transition points and in future careers, and that they are supported during the decision-making process.

Students progress from our school to a range of future destinations. We seek to ensure that students have high aspirations, and that guidance is impartial and tailored to individual needs. We aim to make parents aware of the choices available to their children. We respect the right of students to choose from a range of pathways. Year 11 students may choose to continue their education at our school, or move to another school or Further Education college, specialist provision, or into an apprenticeship. Year 13-students may choose to move onto university, into apprenticeships, further education, gap years, voluntary work, internships, or directly into paid employment.

We recognise the importance of students developing strong interpersonal and communication skills; including that of oracy, as these are vital skills for entering the workforce. We also aim to develop our students' cultural capital, so that they are exposed to a number of different careers, future pathways such as apprenticeships and further education opportunities. In this way we aim to improve social mobility and make sure that no student is ever disadvantaged by social situation.

## **Statutory Requirements**

The Department for Education's Careers Strategy was published in December 2017. It set out a series of measures to improve careers guidance in England, including new benchmarks for careers education

and instigating the requirement to have a named Careers Leader in every school. Our Careers Manager is committed to providing a reviewed and evaluated programme of careers education from Years 7 to 13, which meets the eight Gatsby Benchmarks for careers guidance:

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. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance (Gatsby Foundation, 2014).

We adhere to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, October 2018), which stipulates that all schools must allow other educational providers access".

### **Entitlement**

All students are entitled to Careers Education which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good Careers Education, raise aspirations, challenge stereotyping, promote equality and encourage students to explore what their vocation may be. The careers programme is designed to meet the needs of the students at St Edward's to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Careers Education will be additionally embedded with the PSHE Curriculum and there will also be a focus upon careers within different academic subjects to ensure that students can clearly see the link between the subjects that they study and future career pathways.

### **Aims**

At St Edward's we are committed to the education of the whole child and we believe that Careers Education is an integral part of this education. The primary aims of the Careers Education and Guidance programme are:

- To provide impartial careers advice for students in Year 9-13
- To enable students the opportunity to develop the necessary attitudes and skills to progress in future adult and working life
- To thoroughly embed careers across all curriculum areas in innovative ways
- To enable parents and staff to feel confident in assisting students with this journey
- To provide careers support for key groups identified as underperforming nationally or locally to ensure they achieve their full potential.

### **Objectives**

- To ensure that students have access to impartial careers advice, particularly during key decision making times.
- To evaluate careers provision regularly to ensure the programme is relevant and improved upon if required.

- Students should be encouraged to develop transferable employability skills to support various transitions.
- To ensure that all students, have access to in-depth, high quality information about a range of careers, routes and options.

## **Management**

Management of the Careers Education programme is shared between the Assistant Headteacher with oversight of Careers Education and the Careers Manager. They plan, co-ordinate and evaluate the careers programme, ensuring that it is fulfilling the aims that are outlined above. Relevant stakeholders such as Directors of Learning, PSHE Co-ordinator and Subject Leaders are consulted to ensure appropriate coverage of careers themes across the school.

## **The Careers Programme**

Details of the careers programme will be published on the school's website. This will be a live document and will reflect and describe all parts of Careers Education within the school. This will include our current careers programme for each year group and provides detail about our current approach to themes such as careers guidance, work experience and encounters with employers.

We will judge the implementation of our careers programme against the Gatsby Benchmarks for outstanding careers. This will be undertaken on a termly basis and will involve the use of the Compass tool to assess progress against the benchmarks. Student participation in the careers programme will be tracked by the use of the Compass Plus tool to ensure that all students are engaged in the careers programme.

## **External Agencies**

St Edward's will continue to work closely with external agencies and specialist organisations in order to provide the highest quality Careers Education for our students.

Employers may visit the school or engage remotely to run work related activities with students and to share information about a range of employment sectors. Employers offering apprenticeships visit the school to facilitate work related learning and speak to pupils about opportunities within their companies and sectors. Strong links also exist with universities, further education colleges, apprenticeship providers and training providers, who often come into school to speak with pupils. Any provider wishing to request access should contact the Careers Manager in the first instance (for further information on this please see the Provider Access Policy Statement in Appendix 1).

## **Roles and Responsibilities:**

### **The Governing Body**

The governing body will approve the Careers Education policy, and monitor its implementation. The implementation of the policy and programme will be specifically overseen and monitored by named governors and the PDBA committee of the Governing Body.

### **Assistant Headteacher**

The Assistant Headteacher with responsibility for Careers Education will oversee the strategic development of Careers Education across the school. The Assistant Headteacher will also be responsible for the implementation of the careers policy and programme within the school.

### **Careers Manager**

The Careers Manager will be responsible for the day to day organisation and delivery of the Careers Programme. The Careers Manager will also record the student participation in careers related activities and will report on careers education to School Leaders, Governors, parents and carers. In addition to this the Careers Manager will be responsible for working with outside agencies, providers, advisors and other schools.

### **Students**

Students are expected to engage fully in Careers Education and to treat outside agencies and professionals with respect.

### **Parents and Carers**

We recognise that parents and carers are the primary educators of their children. Our role is to work alongside parents and carers in providing careers education. We will inform parents and carers about the Careers Education programme and be prepared to answer any questions they might have about it.

### **Review of Policy**

This policy will be considered annually and formally reviewed every three years by the Careers Manager and the member of SLT with responsibility for Careers Education. The formal review will also be conducted in consultation with the Governors, Headteacher and Senior Leadership Team.

The PDBA Committee of the governing body monitors the Careers Education policy. This committee reports its findings and recommendations to the full governing body, as necessary, if the policy needs modification or revision.

The Careers Manager will monitor the various dimensions of the programme. The programme will be evaluated through student and parent voice. The results of this evaluation will be shared with all interested parties and their suggestions sought for improvements. Governors will consider all such evaluations and suggestions before amending the policy. Governors remain ultimately responsible for the policy.

## Appendix 1

### **St Edward's School: Provider Access Policy**

#### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

#### **Student entitlement**

All students in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

#### **Management of provider access requests procedure**

A provider wishing to request access should contact Hayley Jones, Careers Manager Telephone: 01202 740950 Ext 213 Email: [careers@st-edwards.poole.sch.uk](mailto:careers@st-edwards.poole.sch.uk)

#### **Opportunities for access**

A number of events integrated into the school careers programme, not limited to those listed, will offer providers an opportunity to come into school to speak to students and /or their parents and carers:

Autumn	Curriculum opportunities
	Assembly opportunities to include external speakers
	6 <sup>th</sup> form Open Evening with Careers & Higher Education information
	Whole School Careers Fair
Spring	Assembly opportunities
	National Careers Week
	Curriculum opportunities
	UCAS university and careers fair
Summer	Assembly opportunities
	Sixth Form university visit
	Year 10 Work Experience
	Year 12 Work Experience
	Curriculum opportunities

Please speak to our Careers Manager to identify the most suitable opportunity for you.

#### **Premises and facilities**

The school will make a suitable venue available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to

support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Manager or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office.