



CAREERS POLICY

Term of policy: Every 3 Years

Approved by: BoT

Date ratified: BoT 20.3.2024

Next Review Date: Spring 2027

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Sources: NGA, The Key

Online location: Share Point - Policies

Consulted with JCC? Yes No

Introduction

This policy replaces any previous policy and follows the DfE regulations.

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The school will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics, race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Rationale

Careers, education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned progressive programme of activities supports them in choosing 14–19 pathways that suit their interests and abilities, allow them to be world-ready and help them to follow a career path and sustain employability throughout their working lives.

Commitment

Rooks Heath School is committed to providing a programme of careers education, information, advice, and guidance (CEIAG) for all students in years 7–13. Rooks Heath School endeavours to follow the National Framework for CEG 11–19 in England (DfE, 2003) and other relevant guidance from QCA, The Gatsby Report, the Baker Clause and Ofsted as it appears. The school ensures that the organisational policies relating to CEIAG are up to date and regularly reviewed and reflect this code of practice. The school is committed to empowering young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.

The school is committed to ensuring that the CEIAG advice students receive:

includes information on a range of education or training options, including apprenticeship and other vocational pathways:

- is impartial.
- is in the best interests of the students.
- meets the needs of the students.

We are committed to ensure that the school continues to meet the requirements outlined in the Gatsby Benchmarks.

These benchmarks are:

- Benchmark 1: A Stable Careers Programme.
- Benchmark 2: Learning from Career and Labour Market Information.
- Benchmark 3: Addressing the Needs of Each Pupil.
- Benchmark 4: Linking Curriculum Learning to Careers.
- Benchmark 5: Encounters with Employers and Employees.

- Benchmark 6: Experiences of Workplaces.
- Benchmark 7: Encounters with Further and Higher Education.
- Benchmark 8: Personal Guidance.

Definitions

- Careers Education – helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work.
- Careers Guidance – enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- CEIAG – Careers Education, Information, Advice and Guidance.

Aims

The careers curriculum is designed to meet the needs of the students at Rooks Heath School. It ensures young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice, and guidance. It is differentiated and personalised to ensure progression through activities that are appropriate to the students' stage of careers, learning, planning and development.

Rooks Heath School Careers Education and Guidance Policy has the following aims:

- 1) Provide young people from year 8 onwards access to impartial, professionally qualified careers guidance.
- 2) Offer all young people access to impartial and independent careers guidance, at a time and place that suits their needs.
- 3) To expose students to a range of activities to increase knowledge of different careers/ industries/pathways and to provide an understanding of work, industry, the economy, and the community.
- 4) Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background, or sexual orientation.
- 5) To promote a greater awareness for students about the world of work and the development of key skills and employability.
- 6) To provide vocational, enterprise and work-related learning as well as an academic curriculum.
- 7) To contribute to strategies for raising achievement, especially by increasing motivation.

- 8) To support inclusion, challenge stereotyping and promote equality of opportunity.
- 9) To encourage participation in continued learning including higher education and further education.
- 10) To develop enterprise and employment skills.
- 11) To reduce drop out from and course switching in education and training.
- 12) To contribute to the economic prosperity of individuals and communities.
- 13) To meet the needs of all our students through appropriate differentiation.
- 14) To inspire and motivate students to develop their future aspirations.
- 15) To involve parents and carers, offering them information, advice, and guidance to help them, help their child.
- 16) To prepare students for the transition of life beyond secondary school.
- 17) To support students in making informed decisions which are suitable, realistic, and ambitious for them.
- 18) To provide students with careers experiences. Work in partnership, where appropriate, with opportunity providers including employers, FE (Further Education) and training providers, and youth support services.
- 19) To encourage the development of essential employment characteristics, e.g. social skills, communications, innovation, resilience which support the students in the curriculum and in careers.
- 20) To provide independent advice and guidance via a career's adviser.
- 21) Ensure formal regular assessment arrangements are carried out of the guidance practitioner, by appropriately qualified senior staff to determine ongoing competency.

Funding

Funding is allocated in the annual budget planning in the context of whole school priorities and particular needs in the CEIAG area. The Careers Lead is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Roles/Responsibilities/Staffing

All staff contribute to careers education through their roles as form tutors and subject teachers. The careers programme itself is planned and monitored by the Careers Lead (Assistant Headteacher – EDI (Equality, Diversity, and Inclusion), STEM (Science, Technology, Engineering and Mathematics), Careers, Trips), as well as PSE teachers in consultation with the Independent Careers Adviser, Head of PSHE, Heads of Years and Tutors.

SLT (Senior Leadership Team) overall responsibility – Mrs. Seher Subra (Assistant Headteacher – EDI, STEM, Careers, Trips)

Careers Admin Assistant – Miss. Sophie Green

Independent Careers Adviser – Mrs. Rebecca Howells EDT

Careers Governor – Mrs. Nazreen Visram

Student Entitlement

Careers Education and Guidance (CEG) is a vital component of the 11-19 Curriculum and at Rooks Heath School we fully support the statutory requirement for a programme of careers education in Years 7–13.

Development

The policy was developed and is reviewed biennially by the Careers Lead based on current good practice guidelines by DfE/Ofsted, CEG Framework and the Gatsby report.

The Careers Team meet on a regular basis to develop, monitor and evaluate CEAG across the school. Progress towards the Gatsby Benchmarks is evaluated using the online Compass tool. The development of CEAG is a continuous priority in the school's strategic development plan.

Links with other Policies

It supports and is underpinned by key school policies including those for Equalities, Health and Safety, Gifted and Talented, SEN (Special Educational Needs), OSA (Off Site Activity) and Provider Access Policy.

Implementation of Careers Education

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers Education is delivered during relevant points in a lesson, PSE lessons, tutor time, and during collapsed timetable sessions in Years 7–13. It is organised and supported by the Careers Lead, Heads of Departments, teachers, and Heads of Years, at appropriate points throughout the academic year. Rooks Heath School ensures that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other relevant subjects and that there is a formal system in place to ensure the competency of all staff in delivering CEIAG.

Equality and Diversity

Rooks Heath School promotes equality of opportunity, celebrating diversity, challenging stereotypes, and raising aspirations. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Support for pupils with Special Educational Needs or Disabilities

Rooks Heath School has high aspirations for all pupils with special educational needs and disabilities (SEND) and will support them in preparing for their next phase of education or training. Further information about outcomes for students with SEND can be found in the SEND policy which is available on the school website.

Implementation of Careers Guidance

1) Careers library – Situated in the main library, all students have access to this.

- A wide range of materials.
- Open throughout the school day and extended before and after school.

2) Independent Careers Adviser – Mrs. Rebecca Howells (EDT)

- Available to all students (Years 7-13) 2 days per week – Thursday & Friday with lunchtime & break drop-in sessions. Room EF8 and extension 295.
- Involved in carrying out individual interviews with all year 11s and other targeted pupils in Years 10, 12 and 13 as well as SEND students.
- Sixth form interviews.
- Delivers careers related assemblies to relevant year groups.
- Available at careers events and parents' evenings.
- Delivers skills workshops to Years 7 and 8.

3) Extra support where appropriate

- Support for Students with Special Educational Needs making transition from one key stage to another and onto careers is part of the student's action plan. Pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Directors of Learning, and the Careers Coordinator. Personalised support from the SENCO, Careers Adviser and external bodies is given where appropriate.

4) Careers Events

- A Post 16 Open Evening is arranged in school to complement other Open Events run by local colleges.
- A programme of information evenings throughout Years 7-13.
- Industry talks & events – students are invited to attend specific specialist events either off site or in house.

5) IT

A range of web links are available for pupils to use to independently explore different jobs and careers and the skills needed for them.

Key Stage 3 and 4

<https://www.prospects.ac.uk/job-profiles>

<https://icould.com/buzz/>

[Careers and 16+](#)

[Unifrog](#)

[Rooks Heath School Website – Careers and Employability](#)

Key Stage 5

[Unifrog](#)

[Careers and 16+](#)

[Rooks Heath School Website – Careers and Employability](#)

6) Other

Extracurricular clubs and trips support students in developing their understanding of a range of different subjects. Assembly talks are delivered by members of staff and external speakers on a range of careers to inspire and motivate the students. These are offered to all year groups.

Careers information is displayed: -

- On noticeboard outside AG19.
- On year group noticeboards.
- In the Sixth Form common room.
- On the subject display boards.
- On the Rooks Heath School Website.

Alumni - A program where alumni will be encouraged to speak at assemblies, careers or subject specific events and share their profession, career path and further education with current students is being developed.

Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through newsletters and at open evenings. Parents are welcome at careers interviews and, where necessary, are invited.

The Careers Lead will liaise and consult with the Education Development Trust PA to ensure that specialist career guidance is available when required. The Careers Lead is responsible for maintaining the Careers Library.

Partnerships

The school will continue to work with a range of partners to assist in the support and delivery of CEIAG including the Career and Enterprise Company, Enterprise Adviser, local employers, post 16 providers and professional bodies. A partnership agreement is ongoing with the Education Development Trust and is reviewed on a yearly basis.

Other links with local 14-19 Providers are made when required. Post 16 and 18 destinations are reported to Prospects through Harrow Borough Council. Links with parents/carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings).

Staff CPD (Continuing Professional Development)

Staff CPD will be identified through performance management, staff appraisals and Careers Team meetings. CPD supports the school improvement plan. Key staff also attend local career meetings to share good practice with other local secondary schools and career providers.

Monitoring Review and Evaluation

Careers Education and Guidance is monitored and evaluated annually through discussion with key staff and pupils, and appropriate observation of activities by the Deputy Headteacher. EDT delivers interim and end of year reports to the school detailing the number of students seen from each targeted year group and student feedback. Rooks Heath also aims to involve young people in the design, delivery, and evaluation of CEIAG programmes.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Education is fully supporting the whole school aims.

Statement of Entitlement

Students of Rooks Heath School are entitled to receive a programme of careers education, advice, information, and guidance.

The CEIAG Programme will help students to:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be.
- Develop the skills they may need for working life.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.

- Understand the different routes after Year 11 including training, further and higher education and jobs.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop their interview skills.
- Improve their confidence.

They will receive:

- Careers lessons.
- Guided tutor time.
- Access to the careers library – information is available in books, prospectuses, leaflets and on computer.
- Interview with the Careers Personal Adviser.
- Work experience – Year 12.
- Work Shadow Day in Years 9 and 10.
- Other subject lessons linked to careers.
- Trips linked to specific careers, e.g. STEM and Law.
- Opportunity to attend specific careers events, e.g. Skills London Fair.
- Workshops on choosing Apprenticeships.
- Speakers in Assemblies.
- Careers events in school, e.g. Vocational Fair, Careers Fair.
- Skills workshops.

They can expect to be:

- Treated equally with others.
- Given careers information and advice that is up to date and impartial.
- Treated with respect by visitors to the school who are part of the careers programme.
- Given extra help if they have special needs.

Impact

Post-16 and 18 Pathways Destination information is collected from students on A-Level and GCSE results days and is updated in the Autumn term through contact with students, UCAS, local colleges and the local authority and is used to measure the impact of, and to inform and improve, the school's careers provision.

Student Voice

Students have the opportunity to evaluate and comment on the careers programme using student voice groups and surveys following certain key events as well as evaluations following trips. Student feedback will be used to further develop the careers programme.

Assessment, Monitoring and Evaluation

The delivery of careers education within the pastoral curriculum is monitored regularly through the use of lesson observations and annually by the Careers Lead. The school's Partnership Agreement with the Independent Careers Advisor, EDT, is reviewed annually. The Careers Lead contributes annually to the school's self-review and the compilation of the school improvement plan. Students, parents, and other stakeholders are able to keep up to date with the school's careers programme through regular updates in the school newsletter, social media accounts and website.

Contact

In accordance with Gatsby Benchmarks 5, 6 and 7, external providers wishing to work with our students may contact the Lead for Careers Provision at the school. If you would like to offer work experience opportunities to our students, provide an industry-related careers talk or like to find out more about the careers provision at Rooks Heath School, please also contact the Careers Lead.

Careers Lead:

Mrs. Seher Subra

Assistant Headteacher – EDI, STEM, Careers, Trips.

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