

Careers Education and Guidance Policy



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Date of next review:	August 2022
Responsible person:	Deputy Head (Academic)
Appendix 1:	Overview of St. John's Careers Education and Guidance programme
Policy number:	2e

RATIONALE

This policy sets out the careers education and guidance provided at St. John's. This policy has been developed in accordance with the statutory guidance issued by the Department for Education entitled 'Careers guidance and access for education and training providers' (July 2021). This is also in accordance with:

- Sections 42A, 42B, 45 and 45A of the Education Act 1997;
- Section 72 of the Education and Skills Act 2008;
- Schedule 4(15) of the School Information (England) Regulations 2008;
- Technical and Further Education Act 2017, the Baker Clause

St. John's is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010).

The approach to careers focuses, in particular, on the following key elements of the school's aims, ethos and purposes:

- Embedding "High Hopes" within all young people in the school and ensuring that the school presents the variety of careers pathways available as sites of ambition and hope.
- inspire in our pupils a life-long love of learning and the confidence to aim high
- equip our pupils with the knowledge, skills, resilience and optimism they need to thrive in the society of today and tomorrow
- develop meaningful links with the local and wider community and demonstrate that we can all contribute positively to the world in which we live

Additional careers-specific aims are:

- to support and guide students to follow their interests and passions
- offer impartial, well-informed, up-to-date guidance to pupils and parents/carers
- to facilitate pupils to make the choices that are right for them at each stage of their school journey and beyond

This policy should be read in conjunction with the school's PSHE and Equal Opportunities policies.

Key personnel

The Head of Careers equates to the role of "Careers Leader", as stated in the 'Careers guidance and access for education and training providers' (July 2021). The Head of Careers oversees the St. John's Careers Education and Guidance programme; is the main source of careers advice in St. John's (for both staff and pupils); coordinates the school's careers resources; liaises with external providers; and advises the Senior Leadership Team of new developments and opportunities.

The Head of Careers works closely with the Sixth Form team; staff overseeing and/or delivering PSHE; heads of departments; and the Deputy Head (Academic).

Additionally, the Head of Careers work with Learning Support and pastoral staff in order to address and support specific additional needs.

All staff involved in careers education in St. John's present information in an impartial manner; ensure that guidance is focused on the best interests of the pupils; and that they are aware of the extent of their own knowledge and refer a pupil on to the Head of Careers whenever necessary.

The Gatsby Benchmarks

The aims of the St. John's Careers Education and Guidance programme is to meet The Gatsby Benchmarks across the academic year:

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

The St. John's careers education is delivered to all year groups, from U3 (Year 7) to U6 (Year 13). This is via PSHE; key events and accompanying documentation (e.g. options and transition processes); networking; work with departments to develop subject-specific references and advice; and communication with parents/carers.

The examination year groups are prioritised in the autumn term and the school has introduced Unifrog as a key resource and other sources of information and support are being built into the programme. The Head Careers is involved in the UCAS process as well as able to support pupils who wish to follow different routes. Younger year groups are prioritised throughout the rest of the academic year in order to ensure that all have access to age-appropriate careers education. See Appendix 1.

One-to-one sessions with the Head of Careers are available to all year groups.

Careers education and support is tailored to the individual wherever possible but also provides information and advice for the wider range of opportunities which pupils and parents may not usually consider in this school context.

Work-related skills

Throughout their school career, pupils develop their skills in many ways – not only in their academic studies but in holding positions of responsibility, leading teams, making presentations, participating in a wide variety of extra-curricular activities – which develop many of the transferable skills essential for the world of work. Assessment, recording, pastoral care and guidance arrangements involve subject staff, pastoral staff and SLT to ensure that each pupil's development is monitored on a regular basis and that they appreciate the knowledge, understanding and skills they have gained in the different areas of school life. The reporting system provides opportunities to review patterns of learning and behaviour and to discuss strengths, weaknesses and strategies for improvement. Assemblies, PSHE and R.S. lessons explicitly stimulate pupils to consider the values that the school believes will help them now and in the world beyond school.

Destination records

Destination records are kept and used to inform the school of patterns of demand and need within our pupil body. Individual records of destinations (education, training or employment) are maintained for three years after a pupil has left the school.

APPENDIX 1

Overview of St. John's Careers Education and Guidance programme:

Lower Third:

- Careers talk and introduction - 'Do what you love' as part of the PSHE programme

Upper Third:

- First Careers test using 'Career Investigator' or similar, with follow-up sessions in PSHE

Fourth Form:

- Introduction to (I)GCSE choices – a year group assembly/talk with guidance about making choices. Pupils and their parents/carers' guidance booklet.
- Careers PSHE lessons: pupils to begin thinking about how the world of work is changing, transferable skills and career areas in which they are interested, aided by an appropriate test. Pupils research a particular career and produce a presentation, developing both knowledge and transferable skills.
- A talk from an alumnus/speaker whose career has been varied and diverse is given to encourage pupils to recognise that there is no such thing as a 'job for life'
- Creative Careers information and/or event to develop insights into careers of which pupils might not previously have been aware.

Lower Fifth:

- Unifrog introduction and begin to use the platform.
- Pupils are made aware by email of work experience opportunities and some complete work experience at this stage.
- Skills workshops, e.g., networking, CV writing.

Upper Fifth:

- PSHE: talks focused on A-Level options and careers skills; e.g., how to write a CV and a cover letter.
- All pupils are strongly encouraged to apply for and complete work experience. Development of use of Unifrog (research and recording).
- Assembly/talk on A level options; talks from current Sixth Formers; taster lessons.
- Individual interviews to give pupils personalised guidance in choosing their Sixth Form options.
- Sixth Form Information Evening for pupils and parents.
- Individualised support to help pupils make informed decisions by giving them a sense of their strengths and interests.

Lower Sixth:

- UCAS launch week in January/February to formally begin the process of choosing universities/degree apprenticeships/US/European universities; Unifrog; opportunity to hear from universities/current students.
- Pupil/parent guides/events to develop understanding of how to prepare for their futures.
- Careers and university evening introduces parents to the university application process. Parents encouraged to log on to the Unifrog website.
- "Ten Years On", in which OJs come in and tell the pupils about their careers and what has happened in the ten years since they left school.
- Events dedicated to different careers and higher education pathways, such as degree apprenticeships, law, medicine and engineering

- Personal Statement Day.
- Oxbridge launch, core Oxbridge programme.

Upper Sixth and beyond:

- Personalised help with the UCAS process or other options, such as degree apprenticeships, via Form Tutors and the UCAS team
- UCAS clinics.
- Mock interviews are provided for pupils applying for Oxbridge, Medicine and degree apprenticeships and Oxbridge preparation classes continue
- A level Results Day and in the period afterwards, the Careers and UCAS team support pupils as necessary.
- Continued promotion of work experience opportunities.

Cross Year-Group Opportunities and Resources

In addition to the specific programmes for individual year groups, various opportunities and resources will be available to several year groups:

Individual Meetings: Pupils and parents may make an appointment at any time to discuss future plans with Careers staff.

Careers Interviews and Lunches: Pupils in the Fourth Form and above have the opportunity to attend careers interviews and lunches with representatives from different careers, interviewing them and then having a more informal conversation over lunch. Some pupils may use this networking opportunity to organise work experience.

Events and Talks: Specific industry events for pupils to apply to attend, for instance a Careers in Law event, a Finance event at PwC, etc.,. Pupils interested in applying for other pathways, such as degree apprenticeships or American universities, also have the opportunity to attend talks and sessions to help them prepare.

Resources: Unifrog and Careers Team (Microsoft Teams) will be a key resource used by pupils in the Fourth Form and above and other resources will be made available via a range of communication routes.

Competitions.