



Woodlawn
School

Careers Policy

Revised September 2023

Careers Education, Information, Advice & Guidance Policy

Rationale

At Woodlawn we are committed to ensuring that all our students have high quality impartial advice on career opportunities, and that they progress onto appropriate courses or employment on leaving school. It is very important to us to know that all leavers have a plan for their next step.

We believe that giving students the best careers education and guidance is vital to improving their motivation to learn and help them to achieve.

We are currently working towards achieving the Gatsby Benchmark which will ensure we meet every element of CEIAG effectively.

Link to these pages

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

<https://www.myworldofwork.co.uk/>

The world of work and employment is changing rapidly. Young people face a bewildering range of career opportunities and an equally confusing amount of careers information. Given this environment, it is vital that our students have access to accurate, impartial and objective advice and guidance to inform choices about their future. The school must be able to help all individual pupils, irrespective of ability, to make informed decisions at all stages of their experience and development.

CEIAG has an important contribution to make to the education of all pupils/young persons in order to make an effective transition from school to adulthood and employment. The school will provide a range of opportunities for pupils to learn about work, the world of work, the skills required for work and the Qualification Pathways available to them. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

Purposes & Aims

The main purpose of CEIAG is to provide pupils/young persons with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for pupils' individual needs. The school is committed to not just fulfilling its statutory requirements in this area but providing for pupils/young person's exceptional support and guidance throughout their time at Woodlawn School.

The aim of CEIAG is to enhance the provision made to prepare pupils/young persons for the transition to the next stage of education or employment through:

- Contexts that help raise motivation and achievement
- Helping pupils/young persons to follow courses that are appropriate to their needs
- Improving understanding of the world of work
- Ensuring appropriate provision and guidance
- Successful transition to the next stage of education and employment
- Empowering pupils/young persons to plan and manage their own futures
- Offering a responsive service that allows time for face to face guidance

- Providing comprehensive and unbiased advice and guidance
- Actively promoting equality and challenging gender stereotypes

Entitlement

Pupil entitlement is clearly communicated via a range of in school media for example, posters, the school website, twitter, parental texts, assemblies and notice boards. There is also a range of attendance at parent's evenings and school events of partner agencies. Pupils should receive:

- Clear impartial advice and support from a trained professional i.e.Connexions Advisors
- Clear advice about options available to pupils
- Opportunities in the world of work
- Support interviews (during options process)
- Impartial and unbiased access to vacancy and course materials from external providers.
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Schools and colleges have a responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means schools and colleges must act impartially, in line with their statutory duty or contractual requirement, and not show bias towards any route, be that academic or technical.

Methods

We are committed to meeting national and local expectations in relation to careers by securing independent and impartial careers guidance for year 7 pupils to year 13 as required by the 2011 Education Act. In implementing this duty, we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)

The methods by which the CEIAG team will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum (Enterprise projects, PSD curriculum, annual Metro Arena Careers exhibition, Visits to Colleges/Taster Days)
- Promoting awareness of the world of work (Visitors from business, annual Work Experience – through Connexions Hub where pupils gain at least the equivalent of 5 days experience per year)
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (Career talks within school)
- Promoting awareness and understanding of work, industry, the economy and community (Dedicated PSD lessons, 1:1 meetings with Connexions service)
- Relating skills, attitudes and knowledge learned in school to the wider world
- Working in partnership with LEP on specific projects
- Developing pupils' personal and social skills to relate to the world of work
- Providing informed and impartial guidance (Connexion service 1:1 and group meetings, College Visits)
- Enabling pupils to make considered decisions in regard to future choices

- Maintaining and developing effective links with key partners including the guidance service (Connexions), Enterprise Organisations, local Colleges and local industry and business leaders
- To prepare pupils' for transition to Further Education or employment with training
- Face to Face guidance with Connexions
- College tasters
- Industry specific talks and presentations when applicable
- Curriculum coverage
- Industry into school liaison with a range of providers.
- Links with NTC, Choices college, Café beam, NYA, Barnardo's, Ignite your potential and all local FE providers...
- Annual World of Work day

Management

CEIAG is currently led and managed by a member of SLT and the Careers Lead:

- The management and co-ordination of the various aspects of CEIAG
- The curriculum coverage with Post 16/secondary
- Monitoring/evaluation
- Liaison (Governing Body, Partners + LEP)
- Action Planning for Gatsby Benchmarking

The team is line managed by the Deputy Head Nichola Aldcroft and supported by Andrew Chipchase.

Subject staff are responsible for identification of work related learning elements within schemes/plans and implementation of work related elements.

Link Governor Christina McLeod.

Staff development

Staff training needs for planning and delivery of the careers programme are identified and delivered via core staff CPD sessions, and external partnership agreements.

Monitoring, Review and Evaluation

The school analyses school destination, feedback from stakeholders to inform its programme. External CEIAG providers are reviewed via observations and staff and pupil feedback. Internal CEIAG delivery is monitored via observations and work scrutiny.

A framework for monitoring the delivery of the careers guidance is in place. The external partnership agreements are reviewed annually. The programme is reviewed annually using the local quality standards for IAG to identify desirable improvements.

Connexions staff continuously monitor and update resources.

The school uses the Online Compass tool to evaluate effectiveness of provision.

The school has an action plan in relation to Gatsby Benchmarking.

The school is currently working on achieving The Careers Mark.

Review by September 2024