

Haydock High School



Careers Policy

Policy Review Guidance	
Statutory	No
Review Cycle	Every 3 years
Reviewer (s)	Head of School
Member of Staff Responsible	Careers Lead
Last reviewed	January 2020
Next Review Date	January 2023

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1. Aims

Young people are faced with a complex set of demands when making themselves ready for their future careers. Haydock High School aims to ensure that our students are self-confident, skilled and career-ready. This will be achieved through a programme of high quality activities, advice and guidance.

Haydock High School has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access to education and training providers, December 2018). This includes the following:

- An obligation to provide independent careers guidance from Years 8 to 11.
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 11.
- Use the Gatsby Benchmarks to improve careers provision.
- Begin a system of records to monitor students' access to Career support (April 2020).
- To continue to update details of the careers programme for young people and their parents.
- Careers Guidance will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.
- Introduce and monitor the impact of Work Experience for Year 10 students (March 2020).
- Continue to monitor the application for next destinations of Year 11 students and offer continual support throughout this process.
- Re-develop form activities that are more beneficial to students (September 2020).

2. Content

Commitment

Haydock High School is committed to providing a high quality, impartial careers guidance for all students in partnership with Career Connect, Enabling Enterprise and any other appropriate external agency.

Haydock High endeavours to follow –

- Careers guidance and access for education and training providers (DfE, 2017).
- CDI Framework for careers, employability and enterprise education (2015).
- The Foundation Code (ASCL, AoC, 157 Group, ATL, AELP, SFCA, NFER, March 2015).
- Any other relevant guidance from DfE, QCA and Ofsted as appropriate.

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, Haydock High School is committed to ensuring that the eight benchmarks of good practice are in place by 2020. These eight benchmarks are:

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. Experience of workplaces.
7. Encounters with further and higher education.
8. Personal Guidance.

Haydock High is committed to working towards, achieving, and maintaining the Quality in Careers Standard award (CEIAG).

Student needs and entitlement

Students at Haydock High School will benefit from:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college visits and access to coaches and mentors.
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available.
- Meaningful encounters with employers, helping all students learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at Post-16, including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on the financial support available to them post-16.
- Information, including local Labour Market Information, from a range of agencies to develop a smoother pathway between education and work.
- Access to careers advice from trained specialists at Career Connect.
- The opportunity to attend at least one careers appointment with a trained specialist at Haydock High School. This opportunity is available to all students in every year group – with the focus on Years 8 to 11.
- Activities during Year 10 form time, and across Career lessons in other Year groups, that promote awareness of a wide range of career opportunities and progression routes.
- Tailored support for all statemented and EHCP students through progression and transfer reviews, and individual meetings for all students in Year 9 and above.

Implementation

The Careers Leader coordinates the careers programme and is responsible to the Senior Leadership Team.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by Citizenship teachers. The Careers programme is planned, monitored and evaluated by the Careers Leader in consultation with the Headteacher, LEA and Career Connect who provide specialist and impartial careers IAG. Administrative support is available to the subject leader.

Curriculum

Careers guidance is part of the school's Citizenship and PSHE programmes. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and individual learning planning/portfolio activities. Visits from outside agencies provide guidance in specialist areas such as Health and Enterprise. Other focused events, such as access to Higher Education IAG, are provided at appropriate times. Student Voice will be used in the planning, delivery and evaluation of activities.

Year 10 students will work towards completing an 'Employability Skills' certificate in order to develop key skills for job/college/university applications.

Students at Haydock High School also have access to Career Connect resources for use from KS3 to KS4, through the Career Connect portal. Young people are encouraged to visit the Career Connect website for further guidance.

Additional Opportunities

Students in KS4 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Access to career talks and personalised information on specific career paths.
- Parent and student workshops during aspiration evening for students and parents to increase their knowledge and awareness of local and national career opportunities.
- Access to, and support with, Career Connect for all students at Parents Evenings and Options Evenings.
- Mock interviews in Year 11 to develop confidence and key interview techniques.
- STEM opportunities with colleges and sixth forms.
- Aspiration evenings, with guidance to students and their parents on future career paths, improving employability skills/qualities and vocational opportunities – this is currently being re-developed to ensure more students have access to this. The aim is to open the evening during lesson 5 for DA students.
- Work experience in Year 10.

Partnerships

Haydock High School works in partnership with Career Connect and Enabling Enterprise to tailor the delivery of careers guidance. Career Connect provide all students and parents with personalised access to their internet based information portal. This service incorporates a tracking system that allows students, parents and staff to build a profile of areas of interest for students. This allows staff to record careers guidance received by students, tailored individualised support for students, and monitor provision for its impact.

Haydock High School also works closely with a large number of local employers, and with other educational establishments, to ensure a broad and balanced range of information and opportunities are available to students.

Resources

Funding is allocated in the annual budget, planned around the context of whole school priorities and particular needs in the careers guidance area. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought and shared provision is used where appropriate and efficient, particularly in conjunction with our soft federation with Cowley International College.

Staff Development

Staff training needs are identified in conjunction with the administrator for training, with Career Connect, and with a continual awareness of local and national careers agendas. The Careers Leader carries out a Training Needs Analysis on an annual basis (this will be informed by the Self Evaluation Audit, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period of time.

Monitoring, Review and Evaluation

The Partnership Agreement with Career Connect, and with Enabling Enterprise, is reviewed annually. The school's careers programme is reviewed annually by the Headteacher and the Careers Leader for Personal Development. The focus is to identify gaps and support improvement. Action research evaluation of different aspects of Careers guidance is undertaken regularly, incorporating Student Voice.

3. Supporting Policies and Related Information

The policy for Careers Guidance supports and is itself underpinned by a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity.