



Career Education, Information, Advice and Guidance Policy Statement

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DATE FOR REVIEW: Autumn 2020

www.dorothy-stringer.co.uk

Career Education, Information, Advice and Guidance Policy

Rationale

Dorothy Stringers careers education programme provides our students with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby Benchmarks and conforms to statutory requirements.

Introduction & Context

Career Education, Information, Advice and Guidance (CEIAG) prepares our students for effective, successful transitions from school into adulthood and the world of work. At Dorothy Stringer School, the Governors, Senior Leadership Team (SLT), PSHE staff, teaching staff, pastoral staff and support staff are committed to providing young people with a detailed and comprehensive programme of Career Education, Information, Advice and Guidance (CEIAG). The school provides a range of opportunities for students to learn about the world of work, the skills required by employers and the qualification pathways available to them. A good understanding of these issues, informed by effective CEIAG, leads to well considered decisions, which increases engagement in learning and, in turn, raises attainment, supports aspirations and encourages further participation. The careers programme continues to be developed in line with the eight Gatsby Benchmarks to ensure best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

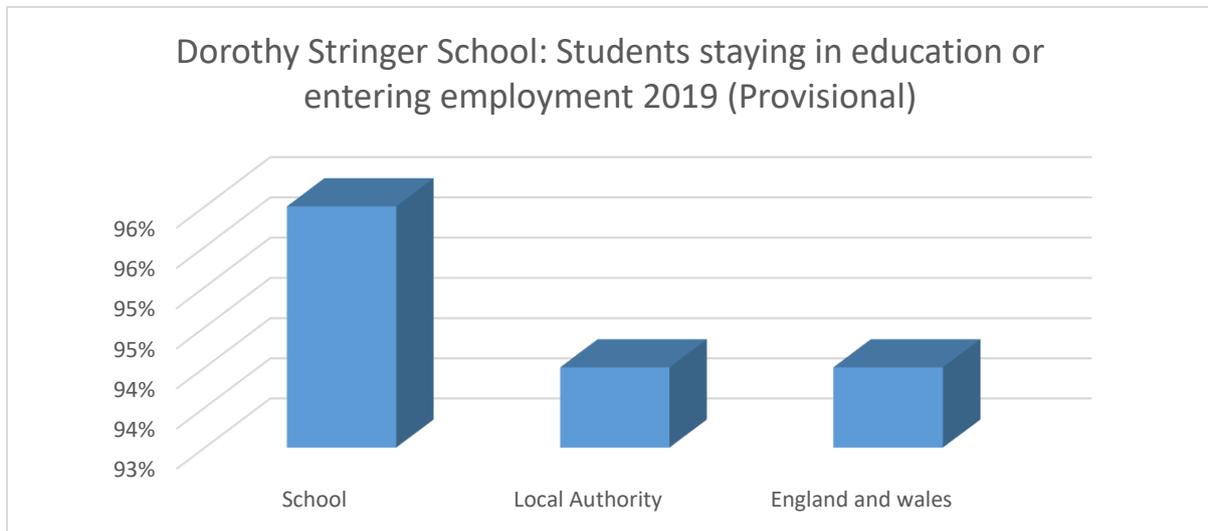
The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

All students have access to the school's provision for CEIAG. Every effort is made to ensure that the programme respects and caters for the needs of individuals, respects diversity, promotes equality of opportunity and informs with impartiality.

Dorothy Stringer School is a large mixed comprehensive, with approximately 1700 students. The vast majority of students go onto college at one, of the many, Sixth Form or Further Education Colleges across the city and beyond. See [website \(https://public.dorothy-stringer.co.uk/DS/Pages/careers_main.aspx\)](https://public.dorothy-stringer.co.uk/DS/Pages/careers_main.aspx) for our most recent destination figures (published 2 years in arrears).

Provisional data indicates that in 2019 it was recorded that 96% of students from Dorothy Stringer stayed in education or entered employment. This is in comparison to 94% recorded within the Local Authority and 94% average across England and Wales.



<https://www.compare-school-performance.service.gov.uk/school/114580/dorothy-stringer-school/secondary/provisional-pupil-destination>

Aim

The aim of CEIAG at Dorothy Stringer We aim is to support students to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

The school is committed to meeting and exceeding the statutory requirements in this area, providing students with exceptional support and guidance throughout their time at Dorothy Stringer School.

Delivery

CEIAG at Dorothy Stringer aims to:

- Deliver content in discrete PSHE lessons, pastoral sessions and across other curriculum areas to help raise motivation, aspiration and attainment
- Help students to follow courses that are appropriate to their needs
- Promote the full range of pathways including apprenticeships
- Improve the understanding of the world of work
- Help students to be aware of their strengths, weaknesses, skills and qualities
- Ensure appropriate provision and guidance
- Aid successful transition to the next level of education or employment
- Offer a responsive service that allows time for face to face guidance
- Empower students to plan and manage their own futures

- Provide information and advice to parents and carers so they are better able to support and guide their son or daughter
- Provide comprehensive, timely, unbiased and impartial advice and guidance
- Actively promote equality and challenge stereotypes

CEIAG is delivered and achieved through:

- Careers education lessons in PSHE for all year groups looking at self-development, career management and career exploration
- Post-16 option talks to Year 11 students in lessons and assemblies
- Year 11 Parents and Carers' IAG evening
- Year 9 KS4 Options Evening
- Level 7 careers adviser presence at key information events and parent's evenings at key transition points
- 1:1 appointments with a Level 7 careers advisor for Y10 and Y11 students
- 1:1 careers advisor appointments for disadvantaged and SEND students
- 1:1 appointments with a Level 7 careers advisor for students who self-refer
- External opportunities as they arise, including events hosted by or funded through the Sussex Learning Network, the National Collaborative Outreach Programme, Coast to Capital and Elev8 Careers.
- Alumni workshops
- The Local Authority's LDD team, who support students with an EHC Plan.
- Home visits for students who are tutored at home.
- The Widening Participation programme
- Work Experience for all Year 10 students
- College taster days offered to all Year 10 students
- Access to a careers library with internet access
- A display board and web pages, including subject specific 'Careers in' display boards
- Year 11 leaver referrals to the Youth Employability Service
- Talks by or visits to employers, professionals from different occupational areas, higher education, training providers and colleges – for targeted groups or curriculum areas
- Visits from a range of education and training providers throughout the school year (meeting the statutory duties of the Technical and Further Education Act 2017).

Careers and SEND provision.

Every student with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate. Students with SEND have an interview with the internal Careers Advisor during Key Stage 3, before the

KS4 options process, to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations.

Students can self-refer to the Careers Advisor and form tutors are also able to raise concerns about the needs of individual students. If the current provision cannot fully address a student's additional needs, advice will be sought from the National Careers Service. The SENCo meets with parents/carers to discuss KS4 option suitability where individual need is likely to have an impact on choices made during the option process. To promote a positive work experience, the SENCo supports the Careers Team with placements, ensuring that providers are aware of individual needs.

Leadership and Management

Roles and responsibilities

All staff contribute to the implementation of this policy through their role as tutors and subject specialists. We are in the process of embedding careers into subject specific areas. A range of connections between Higher Education providers and employers will be forged and developed to support the curriculum through KS3 to 4.

The Careers team

- SLT strategic lead for careers: Loretta Lloyd
- Careers Leader and Head of PSHE: Victoria Chadwick
- Independent Careers Advisor: Amanda Carroll
- Widening Participation Champion: Katie Metcalfe
- Work Experience Officer: Ann Eke

CEIAG is managed by the Careers Leader who is also Head of PSHE. The Careers Team meets regularly at formal and information meetings to discuss long-term whole school strategy, medium term plans for target groups and personal guidance for individual students. The Careers Leader also meets with Heads of Year at the Pastoral Care Committee and attends Heads of Departments meetings and our independent Careers Adviser to engage middle leaders with the whole school careers programme. There is a link governor, who takes a strategic interest in careers education and guidance and encourages employer engagement.

Through the Government funded Careers & Enterprise Company, Dorothy Stringer School has been linked with a Resource Manager from the John Lewis Partnership. This link will help the Careers Team access a range of employees and employers from different sectors who are willing to engage with and support our students in workshops led by members of the Careers Team. This is in addition to utilising the careers

experience of our expanding alumni network. These links are managed by the Careers Leader and the SLT strategic lead for careers.

Our Independent Careers Advisor provides 1:1 individual guidance sessions for students who are targeted or who have self-referred for appointments. The Careers Advisor reports to the Careers Team and liaises with staff from the Elev8 team to ensure that all students in Y10 receive 1:1 advice sessions.

Our Widening Participation Champion is responsible for providing target students with access to university and college campus workshops. The WP Champion reports to the Careers Leader and liaises with WP Team at Sussex University and representatives from the Sussex Learning Network and the National Collaborative Outreach Programme.

Our Work Experience Officer deals with the administration of the 5 day work experience opportunity offered to all Y10 students in July.

It is the Career Leader's responsibility, with the support of and backing SLT and Governors, to provide the best quality CEIAG possible for all students and to be the point of contact for schools and business to meet. They will also work with the Careers and Enterprise Company advisers and leads. The Careers Leader currently reports to the Head Teacher and SLT through an the SLT strategic lead for careers who in turn reports to the Head Teacher.

Monitoring, Recording and Evaluation

In accordance with the Gatsby Benchmarks, we are developing an IT platform on which we can record the CEIAG experience of every child in the school. This will facilitate a thorough evaluation of our programme and will ensure equal access to all students.

In addition to the current opportunities built into the careers programme for students to self-evaluate and reflect on their learning at key points, we are also exploring the use of software to gauge all student understanding and progress through the careers programme. This will be piloted with a group of our Y10 students in 2019-20.

Other stakeholders in the careers programme will be asked to complete surveys following key events, including parents and employers, to enable reflection and ongoing improvements to the service.

Leavers' destination information is also analysed to enable targeted interventions for specific groups of students in future years.

At the end of each academic year, the Careers Leader will evaluate and review the careers programme and set targets for the following year. which will be determined by, data and school's development plan. This is done annually.

Review

This policy will be reviewed and updated every year, or as required. , with support from the independent careers adviser, the link governor, Heads of School and the SEND Department.

Links to other policies.

Health and Safety Policy (work experience)

Equality Policy

Child Protection & Safeguarding Policies