



DOROTHY  
STRINGER  
SCHOOL

EDUCATION FOR LIFE

## Career Education, Information, Advice and Guidance Policy Statement

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[www.dorothy-stringer.co.uk](http://www.dorothy-stringer.co.uk)

# Career Education, Information, Advice and Guidance Policy

## Rationale

Dorothy Stringer's 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 and Context

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 workplaces
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 1,670 students. The vast majority of students go onto sixth-form college at one of the many post-16 providers across the city and beyond. Government data (published two years in arrears) shows that our destination data remains higher than the national average, with 95% of our 2020 leavers in sustained education, employment or apprenticeship compared to the nation figure of 93.7%. Details can be found on this Government website:

<https://explore-education-statistics.service.gov.uk/find-statistics/key-stage-4-destination-measures/2019-20>

92% of our disadvantaged students in 2020 remain in sustained education, employment or apprenticeships, compared to the national figure for disadvantaged students of 90%. Details of this can be found in our Pupil Premium Statement: [https://public.dorothy-stringer.co.uk/ds/pages/pupil\\_premium.aspx](https://public.dorothy-stringer.co.uk/ds/pages/pupil_premium.aspx)

Following a comprehensive review of post-16 pathways in PSHE lessons and in Tutor Time along with a variety of post-16 provider events, we are pleased that our students take up a variety of offers from a range of colleges, including BHASVIC, Varndean College, MET (Brighton and Northbrook), BRIT, Newman College, Plumpton College, Brighton College, Hartpury, DV8, BACA, Christ's Hospital, and East Sussex College. Students also enrolled in apprenticeship courses.

## **Aim**

The aim of CEIAG at Dorothy Stringer 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 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 to raise motivation, aspiration and attainment
- Help students to follow courses that are appropriate to their needs and interests
- Promote the full range of pathways including apprenticeships and the new T-Levels
- Improve student understanding of the world of work
- Help students to be aware of their employability 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 children
- 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 and form time for all year groups looking at self-development, career management and career exploration
- Post-16 Option Talks to Year 11 students in lessons, form time and assemblies
- Year 11 Parents and Carers' IAG evening
- Year 9 KS4 Options Evening
- Level 7 Careers Adviser presence at key information events and parents' evenings at key transition points
- 1:1 appointments with a Level 7 Careers Advisor for Year 10 and Year 11 students
- 1:1 Careers Advisor appointments for disadvantaged and SEND students from Year 9
- 1:1 appointments with a Level 7 careers advisor for students who self-refer
- 1:1 appointments with a Level 7 careers advisor at home or online for students who are tutored at home.
- External opportunities as they arise, including events hosted by or funded through the Sussex Learning Network, Uni-Connect, Get Careers Confident and Coast to Capital.
- Alumni workshops
- The Local Authority's LDD team, who support students with an EHC Plan.
- The Widening Participation programme
- Work Experience for all Year 10 students
- College taster days offered to all Year 10 students
- 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 education and training providers throughout the school year (meeting the statutory duties of the Baker Clause in the amended 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 our independent 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.

## **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 & Career Leader: Loretta Lloyd
- Independent Careers Advisor: Amanda Carroll
- Work Experience Team: Alexandra Mitchell and Rosalind Taylor-Beale
- Department Careers Champions x 14
- Link Governors: Derek Swindells and Dick Knight

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 meets with Heads of Year at the Pastoral Care Committee and attends Heads of Department meetings to engage middle leaders with the whole school careers programme. The Careers Leader also regularly meets with the Headteacher who takes a strategic interest in careers education and guidance. There are two link governors, who also take a strategic interest in careers education and guidance.

Through the Government funded Careers and 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 Student Support Network. We encourage alumni, previous members of staff, parents and local business to join this Student Support Network.

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 Leader.

Our Work Experience Team deals with the administration of the 5-day work experience opportunity offered to all Year 10 students in July.

Each academic department now has a newly nominated Careers Champion. These teachers will actively seek opportunities within the curriculum to embed and disseminate subject specific careers information.

It is the Career Leader's responsibility, with the support of SLT and Governors, to provide the best quality CEIAG possible for all students and to be the point of contact for schools and business. The Careers Leader reports to the Head Teacher and to Governors.

## **Monitoring, Recording and Evaluation**

In accordance with the Gatsby Benchmarks, we are exploring the use of digital badges to record the CEIAG experience of every student in the school. This will facilitate an 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, every year we ask all students to complete a questionnaire to gauge student understanding and progress through the careers programme

Other stakeholders in the careers programme are invited to submit feedback, 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.

## **Review**

This policy will be reviewed and updated every year, or as required.

## **Links to other policies**

Health and Safety Policy (work experience)

## **Some common terms and abbreviations used in this policy**

|       |  |
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| CEIAG | Career Education, Information, Advice and Guidance |
| PSHE  | Personal, Social and Health and Economic           |
| IAG   | Information and Guidance                           |
| SEND  | Special Educational Needs and Disability           |
| LDD   | Learning Difficulties & Disabilities               |
| EHC   | Education, Health and Care                         |
| KS4   | Key Stage 4 (Years 10 and 11)                      |
| KS3   | Key Stage 3 (Years 7 - 9)                          |
| SENCo | Special Educational Needs Coordinator              |