

Document name
Careers Policy – St. John's School

This document is relevant to:	Tick to show who this policy is it relevant to:
Central support services	
Education	✓
Therapy and wellbeing	✓
Residential	✓

Senior manager responsible	Fran Pass
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St. John's School careers education information advice and guidance (CEIAG) policy

1. Background

Careers education, information advice and guidance make a major contribution to preparing children and young people for opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all young people make a successful transition to adulthood by:

- supporting them to achieve their full potential
- empowering them to plan and manage their own futures
- providing comprehensive information on all options
- raising aspirations
- promoting equality, diversity, social mobility and challenging stereotypes

- enabling young people to sustain employment and achieve personal and economic wellbeing throughout their lives, at whatever level
- promoting participation in learning

The CEIAG programme at St. John's School follows the principals of the Gatsby benchmark which sets out a framework of good practice by providing:

- a stable and embedded programme of careers education and guidance imbedded in all aspects of the school
- good quality information about future study options, jobs and the labour market
- opportunities for advice and support tailored to young people's needs
- subject teaching linked to careers
- several opportunities to learn from employers and employees
- experiences of workplaces
- opportunities to hear from representatives of FE, HE and apprenticeship providers
- personal guidance from a professionally qualified careers adviser at the right time.

2. Purpose

St. John's School is committed to career, employability and enterprise learning and development and fulfils its statutory obligations by providing a best practice careers service to all students. The careers programme reflects and embodies the overall vision of St. John's School and is included in the school development plan. Governors and senior leaders have a key role in developing and approving this policy plus the strategic plan for CEIAG thus ensuring it has a high profile and secure place within the school curriculum. This policy supports and is underpinned by other key school policies including the PSHE policy, curriculum policy and SEND policy.

3. Commitment to CEIAG

St. John's School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information, expert independent advice and careers guidance. St. John's is also committed to maximising the benefits of adopting a whole school approach by involving parents, carers, external IAG providers, employers, other local agencies, the wider community and FE and HE establishments.

The school will provide resources for the successful implementation of this policy through securing:

- an annual budget to cover internal needs, CPD training opportunities and commissioning of external sources
- adequate staffing
- student and staff access to information (electronic and hardcopy)
- designated spaces for individual, group and research sessions

In compliance with the 2018 government careers strategy, St. John's School will:

- ensure that students are aware of the full range of career opportunities available
- liaise with employers about valued workplace skills and have first-hand workplace experience.
- offer an excellent programme of advice and guidance delivered by qualified advisers with support tailored to the individual
- provide information needed to understand about potential job and career opportunities and how knowledge and skills can help towards particular career paths
- give a range of providers of technical education and apprenticeships the opportunity to access all pupils
- publish details of career programmes for young people and parents
- ensure young people in years 11,12, and 13 have at least one meaningful encounter with employers per year

4. Communication with external stakeholders and provider access

- This policy and current CEIAG relevant information will be accessible on the school website. <https://www.st-johns.co.uk/st-johns-school/policies-reports/>
- Those engaged with the school will be kept informed about St. John's School's careers advice provision as and when appropriate including work experience providers.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carer.

5. Management, monitoring and evaluation

The Headteacher along with the Careers Leader has strategic responsibility for CEIAG and oversight with access to administration support. The careers provision and strategy are supported by a link governor. To ensure that the careers provision remains effective and fully meets the needs of all students, this team and the school's external IAG provider will conduct an annual review of CEIAG, taking account of destination outcome data and feedback from stakeholders. Any updates based on the review's findings will be published on the school website.

6. Training and development

To maintain and continuously develop CEIAG provision at the school there will be continual professional training and development of relevant staff and new link governors.

These will include:

- Careers leader: the professional development plan of this individual will include attendance at external careers event(s) and/or skills training programs each year.

- Teaching staff: all staff will receive an annual presentation on their role as tutors in providing careers IAG (information advice and guidance) and on other relevant issues and/or areas of good practice. e.g. encouraging departments to make links between their subjects and employability skills and related careers.
- Link governor: training will be given during monitoring visits and when liaising with relevant CEIAG staff/headteacher, as well as sending guidance via email.

7. CEIAG Provision within the school curriculum

At St. John's School there is a planned programme of learning experiences within the personal development (PD) curriculum as part of year 4-11 children and young peoples' entitlement to CEIAG. The programme of employability activities is delivered during tutor time, year group assemblies and through an enrichment programme of events delivered in the gym and Harmonies café.

Activities reflect and correspond with the aims highlighted in the framework for careers, employability and enterprise (Career Development Institute). These enable young people to:

- develop themselves through career and work-related education – self development
- learn about careers and the world of work – career exploration
- develop career management and employability skills – career management

8. Policy approvals and review

This policy will be updated bi-annually following each review and also in discussion with staff and external partners. Key priorities for action will be identified and included in the school improvement plan.