

CAREERS POLICY

Updated September 2018

Introduction

In line with our vision and mission, our Careers Policy is focused on equipping pupils with the skills, knowledge, attitude and attributes required for successful adult life in 21st Century Britain. Our policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in January 2018. This policy also has due regard to other legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2018
- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017

At Joseph Norton Academy we work in partnership with C&K Careers to provide a high quality programme of careers education, impartial information, advice and guidance which will:

- Prepare pupils for life post-education
- Raise aspirations, inspire pupils to chase and achieve their dreams and challenge stereotyping
- Help pupils to access information on the full range of post-16 education and training opportunities
- Offer targeted support for vulnerable and disadvantaged young people
- Support students to make successful transitions into employment, education or training.

Joseph Norton Academy is working towards meeting the **Gatsby Charitable Foundation's Benchmarks** by 2020. More information about the benchmarks can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf

Pupils' Needs

The careers programme at Joseph Norton Academy is embedded into the school's SEMH curriculum, which starts at year 3. The curriculum aims to raise the aspirations of all pupils whilst being tailored to individual needs. To ensure the programme is up-to-date and appropriate, the school undertakes the following:

- Prohibits all forms of stereotyping to ensure pupils can consider the widest possible range of careers
- Keeps comprehensive and accurate records about the career development of pupils
- Collects and analyses destination data to assess the success of the careers programme
- Offers personalised guidance based on the needs and aspirations of individual pupils
- Works with pupils and their families to help them understand the range of options available to them and provide information about the ways employees with SEND are supported in the workplace

- Build partnerships with businesses and other employers, employment services and organisations
- Access the SEND local offer and ensure annual reviews are informed by good careers guidance
- Work with the LA to identify pupils who need targeted support of those who are at risk of not participating in post 16 pathways
- Share details of any funds available for those with a financial hardship
- Engage with the designated teacher for children who have been looked after to ensure that any personal education plans can inform careers advice and vice versa

The Governing Body

The local governing body is responsible for ensuring that all registered pupils at the school are provided with independent careers guidance from Year 8 to year 11 and that guidance about education, training, apprenticeships and technical education routes is presented in an impartial manner which does not discriminate on any grounds. Governors provide clear advice and guidance to the Headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements and the need to handle complaints in line with the school's Complaints Policy.

The Careers Leader

The careers leader is responsible for liaising with the Headteacher, the careers adviser, the SENCO and other relevant staff to implement and maintain effective careers guidance. The careers leader negotiates the annual service level agreement with the LA and develops links with further education colleges, universities, apprenticeship providers and employers. Over the next few years the careers leader will start using the Gatsby benchmarks to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.

Careers Leader: Lydia Harrison (AHT)

Email: Lydia.Harrison@josephnorton.co.uk

Telephone: 01484 868218

The Careers Adviser

In line with the school's SLA agreement, the careers adviser is responsible for providing a thorough, personalised career service throughout the school and reporting regularly to the careers leader, regarding pupil progress and the effectiveness of the school's career plan. The careers adviser will stay up-to-date with developments in the CEIAG sector and produce careers information and guidance through online and hard copy literature, and visual displays in school. Working with the careers leader, the adviser will offer support on a weekly basis and offer services to past pupils for up to a year after their departure from compulsory education.

Teaching staff

Teaching staff are responsible for creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace and ensuring that careers education is planned into their lessons. Staff attend any relevant CPD or training to ensure they are up-to-date with the school's careers plan.

Curriculum

The school works to encompass careers education and guidance into subjects across the curriculum. All teachers are asked to support the career development of young people in their role and through their teaching. The school ensures that every pupil is exposed to the world of work by the age of 14. The school engages with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom pupils can relate. Every year, from the age of 11, pupils will participate in at least one meaningful encounter with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters include:

- Careers events such as careers talks, careers carousels and careers fairs
- Transitions skills workshops such as CV workshops and mock interviews
- Mentoring and e-mentoring
- Employer delivered employability workshops
- Business games and enterprise competitions

The curriculum includes career guidance activities, work related learning and enterprise projects. In addition, personalised support is devised for individual students requiring tailored support e.g. independent travel training and

college familiarisation visits. At Key stage 4 pupils are encouraged to participate in work experience and, where appropriate, long term work placements. Where external work experience is not available Joseph Norton will endeavour to find appropriate opportunities within the functions of the school. Specific details about the careers programme can be obtained through the Careers Leader.

Assessment and Monitoring

The impact of the careers programme will be assessed through the use of the SEMH Tracker, the outcome of work experience placements, the views of our young people and their families and the analysis of NEET data over time.

Review and evaluation

The governing body in conjunction with the Headteacher and Careers Leader will review this policy on a bi-annual basis, taking into account the success of supporting pupils in accessing post-16 education and training. The service agreement with C&K careers is reviewed termly.

This information is due to be reviewed September 2019.