



# ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

## CAREERS POLICY

Approved by <sup>1</sup>	
Name:	A. Yellowley
Position:	Chair of Governors
Signed:	<i>A. Yellowley</i>
Date:	March 2021
Review date <sup>2</sup> :	Summer 2024



Version Number	Version Description	Date of Revision
1	This is a new policy that has been created with regard for new statutory guidance in 'Careers guidance and access for education and training providers' January 2018.	September 2018
2	<ul style="list-style-type: none"> <li>• Updated front cover due to name change of the school</li> <li>• Contents page added and numbered headings</li> <li>• Change of school address</li> <li>• Updated resources section to align with use of Start Profile, the School's Careers Webpage and to include external funding</li> </ul>	March 2021

**Staffing Structure:**

**Careers Leader: Mr S Forrester (Assistant Headteacher)**

**SENDCo: Mrs D Graham**

**Careers Advisor: Mrs M Brookes**

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## **1. Executive Summary**

Through tailored careers education and guidance our pupils will be encouraged to make the most of their talents, personal skills and attributes to make a positive contribution to the employment market. Impartial advice is vital for student success, as is a whole school approach to careers education. Our provision will be mapped out in our careers programme available in hard copy from the school and accessible from the careers section of the website.

The school's Careers Leader is Shaun Forrester, Assistant Headteacher.

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## **2. Rationale**

Newman Catholic School aims to raise aspirations, challenge stereotypes and encourage our young people to consider a wide range of careers so they make appropriate and informed choices to ensure a successful future. The world of work and employment is changing rapidly. Young people face a bewildering range of career opportunities and an equally confusing amount of careers information. Given this environment, it is vital that our students have access to accurate, impartial and objective advice and guidance to inform choices pertaining to their future.

The school must be able to help all individual pupils, irrespective of ability, to make informed decisions at all stages of their experience and development. Newman Catholic School takes the view that IAG (Information Advice and Guidance) must:

- Empower young people to plan and manage their future pathways
- Respond to the needs of the learner
- Provide appropriate, impartial and practical information and advice
- Raise aspirations
- Actively promote equality of opportunity and challenge stereotypes
- Help young people progress
- Provide effective LMI (Labour Market Information) to aid decisions for students and parents

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### 3. Aims

We recognise that the process of making career decisions is a lengthy one and that most of our young people will ultimately make their final choices after completing further education courses, but it is important for us to advise, guide and support this process throughout students' time at Newman Catholic School.

Effective IAG will provide opportunities for pupils to:

- investigate and implement career/post school prospects.
- experience the working world and personalised opportunities
- have the skills, knowledge and attitude to make well-informed, realistic decisions. Students should be able to plan their future choices and understand how to access IAG to improve their life chances.
- understand how educational achievements are linked to maximising their potential future choices.
- make imaginative, creative and innovative use of new technologies to raise the quality of learning within the subject and the wider school curriculum.
- give pupils opportunities to understand and explore values, beliefs and their own cultural and social values through curriculum links to HRSE, SMSC and British Values.

### 4. Resources

The school's careers programme and Provider Access Policy is available in hard copy from our careers officer Mary Brookes [marybrookes@newman.cumbria.sch.uk](mailto:marybrookes@newman.cumbria.sch.uk). Alternatively, both our careers programme and Provider Access policy are available in electronic copy on the school website.

The School provides a careers library and noticeboard to inform students of opportunities. Online support is also encouraged through the use of the National Careers Service and other similar websites.

Students in all Year groups are provided with access to the Start Profile careers site for a robust, careers experience where they can track careers in their online locker.

The Careers section of the school website is well represented, with a whole range of resources to help inform parents, students and teachers about Careers, including a weekly update of 'Career of the Week' and a Labour Market widget.

The school will make use of organisations such as INSPIRA, Hello Future and the Sutton Trust to ensure maximum benefit for students and access to a greater range of impartial careers advice. The school has an updated Provider Access Policy so that our students can benefit from careers talks from a host of apprenticeship, FE and employment based providers. Careers staff have an "open door" policy and pupils are encouraged to call in for advice.

The school will continue to seek external funding through partnerships such as CCOP and The Careers and Enterprise Company to facilitate training, travel to University and Careers events, and fund additional resources that compliment the Careers Programme.

### 5. Assessment

The school will use destination data at Key Stages 4 & 5 to assess the overall impact of our programme on pupils. We will triangulate destination data over time to see how our work on Labour Market Information impacts on destinations.

We will use pupil, parent, teacher and employer voice surveys and interviews to ascertain confidence in our programme.

### 6. Parental Involvement

Parents are encouraged to accompany their child to careers interviews, options evenings and can contact careers staff at any time for advice. The school website has a section for parents, questionnaires are conducted throughout the year, a careers stand is made available on every parents' evening and we invite employers to our parents' evenings.

### 7. Equal opportunities

Newman Catholic School promotes equal opportunities and challenges stereotypes to raise aspirations. We monitor careers resources regularly to ensure that they encourage both boys and girls and pupils from minority ethnic groups to enter different but inspiring careers.

All students with identified SEND are given access to a careers adviser every year from Year 7, where they are accompanied by a member of the SEND team and parents will have the option to attend. The school will endeavour to create a highly bespoke and tailored careers programme for those students with identified SEND. The school will work closely in partnership with INSPIRA to fulfil the Local Authority commitment to further enhancing SEND CIAG.

The implementation of this policy is monitored by the Senior Leadership Team and the Governing Body and is reviewed with regularity.

### 8. Roles and Responsibilities of Headteacher, Careers leader, teachers, teaching assistants and Governors

The **Headteacher** will ensure that:

- all statutory elements of the careers curriculum are met.
- the governing body is informed on the breadth and balance of the careers curriculum.
- this policy is implemented and monitored and the governing body is reported back to.
- a positive learning culture surrounding careers in which all children believe that they can succeed is promoted in school.
- there are high standards of teaching and learning in relation to careers education.

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- the school is compliant with legislation and to enable an annual evaluation of Careers within the school.

The **Careers Leader** will ensure that:

- guidance is followed in-line with an annual appropriate careers audit using the Gatsby benchmark COMPASS audit tool
- pupil's summative progress is monitored and evaluated through discrete lessons and indiscrete workshops
- pupils have access to a deep learning careers weeks where in every subject they are offered a broad and robust range of careers exploration
- appropriate accredited courses are followed where applicable
- the careers programme is kept up-to-date and is accessible on the school's website
- Labour Market Information is made available to pupils, parents and teachers in order to ensure students are accurately informed of the Labour Market
- pupils have the opportunity for individual, impartial careers guidance interviews with experienced staff at key decision points
- subject resources are kept up to date and are made available for all staff to utilise and deploy at their discretion
- Students have a suitable career tracking system where they can access and update their careers experience throughout school during ICT lessons
- teaching of careers is relevant across all stages in school
- pupils from year 7-13 have access to encounters with a variety of employers and businesses
- relevant FE providers have access to pupils from year 8 to 13 to inform them about the varied career options open to them and courses and qualifications they offer and what each option entails.

The **teacher** must ensure that:

- pupils gain an understanding of the world of work through teaching in their subject area and will understand their entitlement to continued learning.
- pupils know and understand how to access sources of career/post school information and decision-making support.
- Where relevant, they refer to relevant careers opportunities through reports and parents' evenings.
- Pupils have access to a variety of opportunities in investigating other career areas e.g. self-employment, entrepreneurship
- Pupils have an awareness of a variety of paths that they can follow from a subject area in order to achieve success in a chosen employment area.

The **governing body** will ensure that:

- it considers advice from the head teacher when approving this curriculum policy
- the overall impact of the policy is monitored and evaluated against statutory guidance
- the breadth, balance and financing of the curriculum is regularly monitored to ensure the careers programme is adequately resourced

### 9. Arrangements for Monitoring and Evaluation

Evaluation has a crucial role to play in ensuring that the pupils' needs are being met and in determining the extent to which the IAG programme is meeting its aims and outcomes, which are defined and informed by the Gatsby Benchmarks.

Evaluation of the IAG programme is an on-going and cyclical process and all aspects are regularly reviewed and monitored to inform future policy planning.

Evaluation also includes the views of work experience employers, training providers, governors, pupils and parents. Their views are elicited via: discussions, surveys, cluster council meetings and questionnaires.

The success of this policy and the school's curriculum provision for its pupils will be evident in the school self-evaluation process and reporting activities such as:

- Termly Compass Reviews

Subject audits and policies

- Visits from the School Improvement Partner and Ofsted inspection arrangements.
- Reports from the Enterprise Council and our Enterprise Adviser

The governing body will receive reports from the assistant Headteacher with information on:

- the careers curriculum at Newman Catholic School measured against the Compass Self Evaluation Tool for Gatsby Benchmarks
- the number of, type, attendance numbers and overall evaluation of impact of specific careers events
- changes to statutory requirements

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### **10. Approval and review**

The policy has been completely revised and adapted to ensure a robust and confident response to the DfE Statutory Guidance, taking note of the Gatsby Benchmarks.

**Date established by governing body: September 2018**

**Date for full implementation: September 2018 (Reviewed March 2021)**

**Date for next review: Summer 2024**