SIR JOHN THURSBY COMMUNITY COLLEGE

Careers Policy

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Person Responsible:	Assistant Headteacher – Personal Development & Wider Curriculum

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1. Vision and purpose

Sir John Thursby Community College is committed to improving the life chances of our students. We work very closely with local employers and Further Education providers to deliver an individually tailored programme of CEIAG that helps with opinion forming and has an emphasis on informed inclusion as well as working to break stereotypes regarding progressions routes.

Promoting a career development culture is an essential part of the mission and ethos of our school. Our Careers education and guidance programme plays a major part in helping our students choose programmes that suit their interests, abilities and individual needs. Our robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. We understand that early exposure to Careers guidance can help raise aspirations and help students focus much more in school. Our program delivers this through extensive careers base activities from the moment students join us.

Sir John Thursby is also participating in CEC's Enterprise Adviser Network Hub to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the North West Region; raising awareness of opportunities in the current labour market and preparing our students of these career experiences.

2. Careers and Employability Programme

The current programme is delivered through a combination of methods, including dropdown days, form time LORIC sessions, assemblies, PSHE lessons and through curriculum. The programme is also supported through presentations, employer visits, STEM activities, work experience, seminars, workshops, careers fairs, mock interviews, mentoring programmes, external visits, small group and 1:1 impartial guidance.

The college has a well-resourced careers office "Bright Futures". This facility is open all day daily for students to access books, college and training provider prospectuses and to receive impartial careers education, information, advice and guidance (CEIAG).

Careers education, information, advice and guidance is available to all students in all year groups. All students can request a 1:1 career guidance interview offering support and advice regarding post 16 options and enabling students to recognise their skills, qualities and interests in order that they are able to make well-informed and realistic decisions about their futures.

At least one 1:1 interview is held with every student in either Year 10 or Year 11 to ensure that students are applying for an appropriate course of study. Where necessary, further 1:1 interview will be held, personalised advice given, and an action plan agreed.

Following GCSE results day, the progression of students is carefully monitored and any students not in education, employment or training are followed up appropriately see Appendix 2 for our leavers tracking procedure.

A comprehensive careers curriculum is in place, which provides the equivalent of at least one lesson per term through curriculum time during Years 7 – 11. These lessons are sometimes delivered through drop down days for KS4 students. The scheme of work allows students to express and raise their aspirations, identify any barriers, identify employability skills and the qualities that employers looking for and develop these.

Students in all year groups have the opportunity to find out about all post 16 qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point; to hear from a range of local providers about the opportunities they offer through options events, assemblies, group discussions and taster events; to understand how to make applications for the full range of courses.

The careers curriculum delivered in Years 7, 8 and 9 supports the key decision-making in Year 9 regarding KS4 option choices.

In Year 10 all students take part in a bespoke Work-Related Learning Programme that caters to individual needs including a combination of school-based work-related learning and work experience placement to enable our students to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills.

In year 11 students write CVs and personal statements and take part in mock interviews with local employers to get them prepared for their transition from SJT to FE or apprenticeships.

3. National and local expectations

We are committed to meeting national and local expectations in relation to careers by:

- securing impartial careers guidance for our Y7-11 as required by the 2011 Education Act. In implementing this duty, we will pay regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)
- fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.
- ensuring that the 8 Gatsby benchmarks are embedded within the school careers plan, working alongside the Careers and Enterprise Company to achieve the standards.

4. Current priorities

Our careers policy is informed by these current priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including looked after children, young carers, children from economically deprived backgrounds and children with special educational needs and disabilities
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support
- working with parents/carers, alumni and education, community and business partners to meet students' career development needs

5. Strategy

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- identify a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO), and specialist careers staff
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy

- provide careers guidance services from level 6 qualified Career Adviser who meet the standards set by the Quality in Careers Standard
- set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- communicate the benefits of effective provision to our partners, including link schools, and engage them in co-ordinating provision
- actively involve learners themselves in the planning, delivery and evaluation of the careers programme.
- work with outside agencies to deliver a programme of employer engagement for all students during KS4 including visiting a workplace and undertaking a mock interview
- Aim to achieve all 8 Gatsby benchmarks

6. Monitoring

The school measures the impact and effectiveness of our careers provision through the Gatsby benchmarks and through feedback from our present and former students.

We also ask parents for feedback at events such as options evenings and parent's evenings.

A member of the Leadership Team line manages the Careers Leader so has a clear overview of the CEIAG programme and feeds back regularly to Senior Management team.

The Careers Leader has termly meeting with the Careers and Enterprise Company to ensure we are working towards all 8 Gatsby benchmarks as listed below;

1 – A Stable Careers Programme

2 – Learning from Career and Labour Market Information

3 – Addressing the Needs of Each Pupil

4 – Linking Curriculum learning to Careers

5 – Encounters with Employers and Employees

6 – Experiences of Workplaces

7 – Encounters with Further & Higher Education

8 – Personal Guidance

7. Provider access requests procedure.

All pupils in years 7-11 are entitled to find out about the full range of post 16 options including both education and work-based options. They are entitled to hear from arrange of providers both educational and employers to learn about the opportunities they offer through a range of

interactions including assemblies, workshops, roadshows, careers fair, employer visits, work experience, taster days etc. *Appendix 1* outlines how potential providers can get in touch to work with students and parents at our school and become part of our CEIAG programme.

Several events integrated into the school careers programme will offer providers an opportunity to come into school to speak to students and/or their parents/carers

A copy of our full careers programme can be viewed following the link on the Careers page of the school website https://www.sirjohnthursby.lancs.sch.uk/Curriculum/Careers/

8.Useful Websites for Careers Education, Information, Advice & Guidance

- Lancashire 'Start' Local education providers, apprenticeships and Labour Market Information
- Prospects
- National Careers Service
- Apprenticeships
- UCAS
- Good Uni Guide
- The Medic Portal
- Army
- Royal Navy
- Royal Air Force
- Lancashire Police
- Lancashire Fire Service
- North West Ambulance Service
- Creative and Digital Careers – Creative Skill Set
- Creative and Digital Careers – CC Skills
- Creative Arts and Design
- Advanced Manufacturing
- Engineering

Websites for school leavers and Parents/Carers

- National Careers Service
- Kings Trust

Appendix 1

This document sets out the school's arrangements for managing the access of providers to pupils at Sir John Thursby Community College for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

As part of our CEIAG programme, we will consider requests from FE & HE institutes, apprenticeship and traineeship providers and both local and national employers. We also approach these providers when planning and organising key CEIAG events throughout the school year.

Pupil Entitlement

All year 7-11 pupils are entitled to;

• Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

• Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

• Understand how to make applications for the full range of academic and technical courses and apprenticeships

Provider Requests

All requests should be emailed as early as possible but at ideally 4 weeks in advance of an expected date for the planned session. In the first instance, requests by providers should be sent to the school Career Leader Mrs Starr at r.starr@sirjohnthursby.lancs.sch.uk and should include:

- The proposed format, timings and duration of the planned session.
- The number of staff from the provider's organisation who propose to visit.
- Any support requirements needed from the school.

Mrs Starr can also be contacted on the school number 01282 682313 ext. 21161

All requests will be given due consideration from the Career Leader and Senior Leadership. Requests will be considered against:

- Clashes with other planned activities or visits.
- Interruption to preparation for public or internal examinations.
- Availability of school staff, space and resources to host the session.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between providers and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of visits with the Career Leader.
Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Career Leader. Bright Futures is available to all students at lunch and break times.

Examples of providers we have hosted for different year groups can be found on the Careers page of the school website titled 'Employer Encounters'

Appendix 2

SJTCC CEIAG Procedure for leavers 3 year destination data

Under the Gatsby Benchmarks for excellent Careers Education in schools, it is advised we as a school to maintain records on the destinations of our pupils for 3 years after they finish Year 11. The following plan sets out the procedure for the tracking and maintaining of accurate destination data. The actions are the responsibility of the Careers Leader unless otherwise stated.

Year 11 Pupils

Throughout Year 11, all pupils will have at least one IAG appointment with our in house level 6 qualified IAG adviser. Support for decision-making, applications and preparation for further education and training will be given to all pupils by the Career Leader, Progress & Guidance Staff and all associated staff to ensure that all pupils secure a positive intended destination.

Support will be targeted for those who have no intended destination and are at risk of becoming NEET. In particular, additional support will be given to students who:

• Have a Special Educational Need or EHCP

• Have accessed alternative provision

• Speak English as an Additional Language

• Are or have been Looked-After

During their year 11 guidance appointment, pupils will be asked about their intended destinations, including their applications, interviews and offers of study for post-16 education or training.

Compiling this data allows:

• Accurate tracking of intended post-16 destinations for all pupils

• Identification of any pupils where applications do not match CEIAG given during IAG appointments or known desired career path or those pupils who need further IAG, support or aspirational encouragement

• Identification of any application/interview issues when compared with data received from post-16 providers

From the Spring (March/April) of Year 11, pupils will complete a survey provided by Lancashire County Council of their intended destinations and also give permission for relevant data to be shared with the Local Authority and post-16 education and training providers as necessary (in compliance with GDPR). Pupils will also be asked to update their contact details and sign up to our alumni network.

On GCSE Results Day, intended destinations will be confirmed by the Career Leader and other staff. IAG support will be available on the day and at the start of the next term for those whose GCSE results have altered their education/training plans.

Former pupils in Year 1 and Year 2 after leaving Sir John Thursby Community College

Data on sustained destinations will be received via the Schools Portal from the Local Authority in the spring term of Year 1. The Career Leader will work with the Local Authority to track any outstanding pupils and to check the data available with known and intended destinations.

Pupils will be asked to join the alumni network after leaving Sir John Thursby and provide contact details so that we can contact them to request destination data information for a limited time (3 years) after leaving Sir John Thursby CC.

Students will be contacted via email to establish their destination at the start of the academic year for the three tracking years. At the start of Year 2, their education and training providers will be contacted to confirm the provision.

Former pupils in Year 3 onwards after leaving Sir John Thursby Community College

Pupils in the alumni network will be contacted to confirm their education, training or employment destination from the September at the start of their third year post-SJT.

Liaison will also take place with known post-16 providers of education and training to gather and confirm Year 3 destinations from September-January of Year 3.

Analysis, Reporting and Summaries

Destinations data will be summarised and posted on the careers section of the Sir John Thursby Community College website. Data will also be presented to SLT and Governors at relevant times to be reported on and analysed in conjunction with the CEIAG policy and School Improvement Plan and annual evaluation of CEIAG provision.

Destination data that is not anonymised will not be shared with any third party.

Trends in destination data will be examined closely by the Careers Leader and SLT careers lead and will be used to inform CEIAG provision and the CEIAG Policy and Programme– it is vital that our pupils are aware of the range of post-16 options they have. This includes close examination of:

• Proportions of pupils in different providers of post-16 education and training e.g. Sixth Form, Colleges, Apprenticeship Providers

• Proportion of pupils who progress to Level 3 study, including A Levels and advanced vocational courses

• Proportion of pupils who progress to Apprenticeships

• Percentages of pupils who progress to Higher Education (including degree apprenticeships) in Year 3

Support for former pupils

Former pupils will be able to access IAG support from the Career Leader in the first term of year 1 if they are NEET. After that they will be signposted to the SJT website which contains links to external agencies that can provide support for former pupils who are NEET, such as The Kings's Trust and the National Careers Service (for those 18+)