



# Pioneer House

HIGH SCHOOL

## Careers Education and Guidance Policy

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<b>Date</b>	<b>September 2018</b>
<b>Review Date</b>	<b>September 2020</b>

## **Vision and purpose**

Promoting independence and employability skills are an essential part of the mission and ethos of Pioneer House High School. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

## **Commitment**

Pioneer House High School recognises that it has a responsibility to provide careers education in Years 7 – 14 and a duty to provide learners with access to impartial careers information, advice and guidance in years 8 – 14 ( Careers guidance and access to education and training providers : Statutory guidance for governing bodies, school leaders and school staff January 2018) . The school is committed to providing a planned programme of impartial careers education and information advice and guidance (IAG) for all learners in Years 7 – 14, in partnership with local learning providers, employers, and the Local Authority to provide extra support as required for vulnerable learners and young people with Special Educational Needs and Disabilities.

Pioneer House High School endeavours to follow best practice guidance from the careers profession Matrix and other expert bodies such as Ofsted.

We are committed to meeting our statutory duty in relation to careers education by:

- securing independent and impartial careers guidance for Y8-14 as required by the 2011 Education Act.
- fulfilling our duties under the Equality Act 2010 to promote equality of opportunity and eliminate discriminatory practices and support children with protected characteristics
- Working towards the Quality in Careers Standard awarded by Inspiring IAG which is a Licenced Awarding Body for the national standard.

## **Current priorities**

Our careers strategy is informed by the following priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations for all pupils in school
- meeting the individual needs of all our pupils through a programme of personalised learning
- developing learners' independence skills, especially those associated with career adaptability, resilience, enterprise and employability
- working with parents/carers, community and business partners to meet students' career development needs

## **Strategy**

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy
- 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 and identified careers staff
- identify key staff to support the management of the day-to-day running of the careers programme
- develop and maintain an Enterprise, Employability and Independence curriculum action plan plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD requirements and monitoring, reviewing and evaluating careers education across school.
- commission independent careers guidance services from individuals/organisations that 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

## **OBJECTIVES**

### **Students' needs**

The careers programme is designed to meet the needs of all learners at Pioneer House High School. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school.

### **Entitlement**

Students at Pioneer House High School are entitled to impartial and confidential CEIAG which is person-centred, delivered by trained staff and meets professional standards of practice. Activities will be embedded in the Enterprise, Employability and Independence curriculum and will be based in a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

### **Management**

A named Senior Leader is responsible for co-ordinating the careers programme. Student guidance is managed by the named Senior Leader in collaboration with the Independent Careers Advisor commissioned to work with the school. Work experience is planned and implemented by the work experience co-ordinator who works with the careers co-ordinator and sourced and supported by the Job Coach.

### **Staffing**

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the independent careers professional, work experience co-ordinator and job coach.

### **Curriculum**

The careers programme forms part of the Enterprise, Employability and Independence curriculum and includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities and work related learning. Other focused events, e.g. visits from local Further Education providers are provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

### **Resources**

Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding to further enhance the Curriculum offer are actively sought.

### **Staff development**

Staff training needs for planning and delivering the careers programme will be identified in the school development plan and CPD activities will be planned to meet them with support from the school's Enterprise Advisor.

### **Monitoring, review and evaluation**

A framework for monitoring the delivery of the careers programme will be in place by September 2019. The programme is reviewed annually by the careers co-ordinator and the personal adviser using the local quality standards for CEG to identify desirable improvements. Evaluations are carried out from time to time.

### **Partnerships**

An annual Service Level Agreement is negotiated between the school and the independent bodies' commissioned to provide school with an independent careers guidance professional and the Job Coach, identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g. with local employers and community groups.

### **Review**

This policy will be reviewed by the governing body every two years.

### **Signed**

**Headteacher:**

**Chair of Governors:**

**Date:**

**Date of next review:**