

THE KING'S SCHOOL



Careers Education & Guidance Policy

INTRODUCTION

Rationale for CEG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make choices that are right for them and to be able to manage their careers throughout their lives. We are committed to providing all our students with opportunities to begin their careers learning in Year 7 and continuing this throughout their time at the school.

This means that students will have access to independent and impartial careers information and guidance in accordance with the new statutory duty (April, 2014). We will ensure that the statutory guidance is followed when deciding upon the most appropriate forms of independent careers guidance.

Commitment

The King's School is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG). This will be carried out in partnership with ECG 4 Life (careers consultant) where appropriate.

OBJECTIVES

Students' needs

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning. Planning and development enable students to make reasoned and appropriate choices Post-14, Post-16 and Post-18.

Most students at The King's School will continue into the Sixth Form to study A Levels and of these about 90-95% will enter Higher Education either directly or after a gap year.

Students at all age levels within this school are able and, given appropriate guidance and knowledge, can make informed and appropriate choices.

Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme promotes equality of opportunity.

IMPLEMENTATION

Leadership

Justin Dixon (Deputy Head Master) has overall responsibility for CEIAG in Years 7-11 and Nigel Barton (Assistant Headteacher) has overall responsibility for the Sixth Form. Sue Hutchins is responsible for Work-Related Learning and the Careers Resource Area located in the Sixth Form Study Centre and liaises closely with ECG 4 Life (careers consultant). Kassie Leek is responsible for PSHE and Citizenship and develops schemes of work that incorporate careers education.

Curriculum

The careers programme is part of the Personal Social Health Education (PSHE) programme. In addition, the careers programme includes assemblies, workshops, guidance activities, research activities and work-related learning.

Year 7

- An introduction to Careers Education is provided through units of work in the PSHE curriculum delivered through weekly sessions on a Friday during Term 3.

Year 8

- An introduction to Careers Education is provided through units of work in the PSHE curriculum delivered through weekly sessions on a Friday during Term 3.
- A series of assemblies on career pathways from internal and external speakers.
- Interviews with ECG 4 Life (careers consultant) for those who are identified as having or giving concerns about their future.
- Statemented pupils and those who have an Education Health and Care Plan receive face to face guidance.
- Students and parents can self refer through the Head of Year.
- Careers Talks scheduled in the annual calendar from visiting professionals in the Old School and Learning Resource Centre. Parents are also invited to attend.

Year 9

- Careers Education continues to be provided through units of work in the PSHE curriculum delivered in weekly sessions on a Friday during Term 3.
- ECG 4 Life deliver a series of workshops on how to choose GCSE options using the 'First Focus' questionnaire.
- A series of assemblies on GCSE options and career pathways from internal and external speakers.
- Parents and students attend a Year 9 Options Evening to discuss GCSE choices. ECG 4 Life provides impartial careers information and guidance.

- Every student completes a personal statement and application form for Year 9 options and is interviewed by a Pastoral Leader.
- Statemented pupils and those who have an Education Health and Care Plan receive face to face guidance.
- Students and parents can self refer through the Head of Year.
- Careers Talks scheduled in the annual calendar from visiting professionals in the Old School and Learning Resource Centre. Parents are also invited to attend.
- Aspiring to Oxbridge talk for students and parents
- STEM workshops throughout the year.

Year 10

- Careers Education continues to be provided through units of work in the PSHE curriculum delivered in weekly sessions on a Friday during Term 3.
- A series of assemblies on career pathways from internal and external speakers.
- Careers workshops delivered by ECG 4 Life using Kudos and Careerscape, ICT based CEG programmes that match career ideas with students' skills and abilities.
- Interviews with ECG 4 Life for those who are identified as having or giving concerns about their future.
- Statemented pupils and those who have an Education Health and Care Plan receive face to face guidance.
- Students and parents can self refer for Careers Guidance through the Head of Year.
- Year 10 Careers Fair.
- Careers Talks scheduled in the annual calendar from visiting professionals in the Old School and Learning Resource Centre. Parents are also invited to attend.
- Aspiring to Oxbridge talk for students and parents.
- STEM workshops throughout the year.

Year 11

- Careers Education continues to be provided through units of work in the PSHE curriculum delivered in weekly sessions on a Friday during Term 3.
- Routes and Pathways. Presentations from Apprenticeship Champions, Lincoln University, Grantham College, The King's School Sixth Form and ECG 4 Life. Evening presentation to all Year 11 students and their parents on post-16 options featuring talks from local colleges and the apprenticeship service.
- A series of assemblies on career pathways from internal and external speakers.
- All Y11 students have an individual 45 minute guidance interview with ECG 4 Life. Individual career action plans will be produced and handed to the student. Sue Hutchins will also keep a copy.
- Students are encouraged to use the Careers Board outside the Sixth Form Study Centre to gather information.
- Students identified as potentially failing to attain the requirements to enter the Sixth Form or who have indicated an interest in leaving school post-16 will be offered additional guidance and support from ECG 4 Life. This includes students who are at risk of becoming NEET (Not in Employment, Education and Training).
- Parents and HODs attend a Year 11 Options Evening to discuss post-16 choices. ECG 4 Life provides impartial careers information and guidance.
- Every student completes an application form and personal statement for post-16 study. Interviews with Heads of Year and members of the Senior Leadership Team.
- Appropriate support organised with Lincolnshire County Council Careers Service for those students at risk of becoming NEET.
- Members of SLT and the Sixth Form pastoral team will be available following publication of GCSE results to discuss post-16 options.
- Students and parents can self refer for Careers Guidance through the Head of Year.
- Statemented pupils and those who have an Education Health and Care Plan receive face to face guidance.
- Careers Talks scheduled in the annual calendar from visiting professionals in the Old School and Learning Resource Centre. Parents are also invited to attend.
- Aspiring to Oxbridge talk for students and parents.
- STEM workshops throughout the year.
- Oxbridge day at LSST Priory.
- Workshop on applying to Russell Group Universities.
- Goal Setting workshop.

Years 12 and 13

- Form Tutor sessions on options after Sixth Form including familiarisation with materials on the student r-drive and registration for UCAS.
- Every student completes UCAS with job/apprenticeship application replacing personal statement. This creates a CV which generates their reference from the school.
- Higher Education Presentations for Students & Parents in Year 12.
- A series of assemblies on career pathways from internal and external speakers.
- ECG 4 Life provides careers interviews for those students whose plans do not include university, who request additional support and guidance or in the event of any student leaving school before completing A-levels.
- A full programme is provided to enable students to become competent in researching HE material to establish the appropriate courses and institutions.
- Information sessions on Student Finance run by outside organisations and internally.
- Students are encouraged to visit University Open Days in term 6 of Year 12 and in terms 1 & 2 of Year 13.
- Students are introduced to relevant web-sites such as UCAS, Unistats, Coursefinder 2000, Student Finance and The Student Room etc at appropriate times during the year.

- Talks by former students about their HE or alternative career pathways.
- Year 12 UCAS Day workshop including group sessions on Why University? Which Course? Which University? Completing the perfect personal statement.
- University visits organised by the school:
 - a. Oxford University (Brasnose/Lincoln)
 - b. Birmingham University Open Day (June)
 - c. Cambridge University Open Day (July)
- Medical Applications Day at Oakham School.
- Lincolnshire Higher Education Convention attended by individual students and parents.
- Students are introduced to extensive materials and facilities relating to HE and how best to use them in the school's Sixth Form Study Centre. This includes accessing virtual tours.
- Those students who decide not to enter Higher Education can request an interview with ECG 4 Life and are routinely required to complete the UCAS application process in order to create their personalised CV and hence generate their school reference.
- Individual support by the Sixth Form team.
- Individual students directed towards University Summer Schools and lectures.
- Outreach work and advice from Durham, Leicester, Nottingham and Lincoln Universities. This typically includes advice on personal statements, interviews and what selectors are looking for.
- E-mail groups created for students interested in Oxbridge and medicine to disseminate targeted information.
- All students for whom University is not 'Plan A' are part of an e-mail group who automatically receive every e-mail relating to Apprenticeships, school leaver programmes and employment.
- Every student receives a copy of 'The University & Career Guide For 6th Formers'
- Volunteering and Work Experience opportunities available on Wednesday afternoon (or any afternoon if a student is free periods 4 and 5).
- Opportunities published on the Sixth Form Noticeboard.
- Newton Lecture (Science).
- Burleigh Lecture (Arts/Humanities).
- Maths lectures.
- Camps International (overseas charity work experience).
- National Citizenship Service.
- Weekly Assembly message.
- Careers Talks scheduled in the annual calendar from visiting professionals in the Old School and Learning Resource Centre. Parents are also invited to attend.
- Aspiring to Oxbridge talk for students and parents.
- Oxbridge interview technique workshop for students and parents.
- Members of SLT and the Sixth Form team will be available following publication of A Level results to discuss post-18 options.

Partnerships

An annual Partnership Agreement is negotiated between the school and ECG 4 Life.

Resources

Funding is allocated in the annual budget. Justin Dixon (Deputy Head Master) and Nigel Barton (Assistant Headteacher) are responsible for the effective deployment of resources. Sources of external funding are actively sought. Material is stored in the Sixth Form Study Centre. The resources are age-specific but it is not uncommon for students of different age groups to use resources within the other area. The established principle is that no time-sensitive written material must be more than 3 years old. The trend in recent years has been to move away from reliance on the written word to information available electronically. This can be accessed throughout the school enabling all students to make use of the material as and when they need to.

The main software, Kudos and Careerscape are networked and great emphasis is placed on using the Internet to access up-to-date CEIAG. In addition, relevant CEIAG sites can be accessed via the school's website.

Staff development

Sue Hutchins attends Lincolnshire CEIAG meetings organised by CfBT.

Monitoring, review and evaluation

There is a mid-year review with CfBT. The programme and partnership agreement with ECG 4 Life is reviewed annually by Justin Dixon, Nigel Barton, Sue Hutchins. Evaluations are carried out to assess provision using Survey Monkey.

Reviewed:	April 2014
To Be Reviewed:	April 2019