

## CAREERS POLICY AND GUIDANCE ON WORK RELATED LEARNING

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Signed by Head Teacher	
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## **1 PURPOSE**

- 1.1. To provide all our students with Careers Education, Information, Advice, Guidance (CEIAG) and Work-Related Learning (WRL) and to help prepare students for the opportunities, responsibilities and experience of life, in order to help them make a successful and positive transition to adulthood.
- 1.2. To deliver a planned, tailored and progressive programme of activities and interventions which supports students in choosing pathways that suit their interests and abilities and helps them to attain employability and achieve personal and economic well-being throughout their lives.

## **2 AIMS**

Our aim is to help students, through careers and work-related learning activities and interventions, to be able to:

- 2.1 To understand and make informed decisions on all options
- 2.2 Develop their understanding of themselves in relation to future learning and employment opportunities
- 2.3 Learn and experience careers and the world of work
- 2.4 Empower students to plan and manage their own futures
- 2.5 Support students to achieve their full potential.

### **3 COMMITMENT**

Our commitment is to:

- 3.1 Ensure that Thomas Gainsborough School is compliant with the Department of Education Statutory Guidance in Careers guidance and access for education and training providers (2021)
- 3.2 Ensure Thomas Gainsborough School meets the requirements of the Department of Education Statutory Guidance in Relationships and sex education and health education (2020)
- 3.3 Ensure every student makes choices that enables them to stay in learning or training until 18
- 3.4 Ensure every student and parent are aware of the Raising Participation Age and the conditions for the continuation of studying English and Maths at Level 2 during the post-16 phase
- 3.5 Ensure every child should leave school prepared for life in modern Britain, in terms of appropriate curriculum and developing the skills and attributes they need to be fully prepared
- 3.6 Provide a committed and trained careers team to ensure independent careers guidance for all students
- 3.7 Provide opportunities that enable every student from Years 7 to Year 13 to develop high aspirations and consider a broad and ambitious range of careers in order for them to be socially mobile in the future
- 3.8 Inspire every student, through real-life contacts with the world of work, to help them understand where different choices can take them in the future
- 3.9 Provide access to CEIAG opportunities for students throughout the academic year, either through Higher Education Institutions (HEI), Further Education

Institutions (FEI), employer and alumni talks, workplace visits and work experience

3.10 Ensure that we continue to achieve Careermark status

3.11 Ensure that Careers education is clearly signposted throughout our curriculum, tutor programme, Enrichment days and also through the ethos and values of the school.

Our over-arching commitment is to achieve the Gatsby Foundation Benchmarks as set out in the Statutory Guidance for Careers Guidance. The Gatsby Foundation Benchmarks are:

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 and higher education
8. Personal Guidance

#### **4 STAFF DEVELOPMENT**

Staff are given information about IAG and Careers education through regular training sessions. The Careers Team is given access to a high level of Careers training and collaborative working opportunities throughout the year to remain fully informed in their role of co-ordinating IAG and careers education within the school. The Careers Manager is a Level 6 Practitioner.

## **5 RESOURCES**

Careers has a yearly allocated budget which is managed by the Deputy Headteacher (Student Support)

## **6 PERSONALISED OPPORTUNITIES**

- 6.1 Access to individual information, advice and guidance and careers guidance for Years 7 – 13 through internal fully trained staff (Career pathway interview programme and academic tutoring), external visitors, mentors and through telephone, email, Careers Hub publications, access to online resources such as careers programmes Kudos, Plotr, icanbe and via websites such as [www.thesource.me.uk](http://www.thesource.me.uk) and National Careers Service.
- 6.2 Access to an external specialist source of impartial independent careers guidance as directed by the Government Statutory Guidance.

## **7 MONITORING, REVIEW AND EVALUATION**

- 7.1 Careers education and guidance, WRL and IAG are monitored, reviewed and evaluated on a regular basis; this is reflected in the Careermark portfolio; survey and feedback forms filled in by young people and employers are evaluated and reviewed after every activity/event across the key stages and parent surveys every Academic Review Day. There are also class observations, teacher assessment and destination figures are monitored annually and regular line management meetings with the Deputy Headteacher.

7.2 The Careers Working party (Students and the Careers Manager) meet on a regular half termly basis to inform and review Careers provision.

## **8 PARTNERSHIPS**

8.1 We share good practice with the other schools within the Unity Schools Partnership Trust and also with other schools in Suffolk.

8.2 We work with University Campus Suffolk, University of Essex, West Suffolk College, Suffolk New College, and Colchester Institute.

8.3 We have an extensive directory of local business links who support the school in a variety of ways.

8.4 We regularly attend our local Chamber of Commerce meetings.

## **9 ENGAGING WITH PARENTS/CARERS**

9.1 The school involves parents/carers with Careers education and guidance and WRL provision through Academic Review days where they contribute to the discussion with the academic tutor as part of the Individual Learning Plan (target setting). The tutor and / or the parent may make a referral to the Careers team. The Careers team also attend information evenings at key transition points and Parents Forum Meetings. Information is also provided via Parent Mail, the school newsletter (Portrait), Parental Work experience information leaflet, a weekly Careers newsletter and the school website.

## 10 RESPONSIBILITIES

### Compliance, monitoring and review

10.1 It is the responsibility of the author of this policy to ensure that it reflects current government and Trust policy and guidance and is reviewed in accordance to indicated timeline.

10.2 The policy is subject to audit as prescribed by the relevant governing board or agreed sub-committee.

10.3 The review/update of this policy must be undertaken within the three months preceding the review date and be presented to the relevant Governing Board sub-committee for review prior to being presented to the full governing body for ratification.

## 11 ADDITIONAL INFORMATION

### Post 16 SEND Transition

Thomas Gainsborough School aims to provide all students with a secure and supported post-16 transition whether the destination is education or work-based. If required, students will have a personalised transition plan, which must be agreed by the Deputy Headteacher (Student Support) or SENCO.

Should an Education, Health and Care Plan (EHCP) be required, a representative of the students preferred destination should be invited, where possible, to coproduce the EHCP to allow a smooth transition between the school and college and to ensure the provisions made are relevant to the setting and the student's chosen destination. External professionals which may support transition should also be consulted; this may include the Local Education Authority, for any SEND, in-care or leavers of care students. The EHCP draft must then be submitted to the Local Education Authority within 2 weeks of the initial meeting and the student's chosen post-16 destination.

The final decision to award EHCP support rests with the Local Education Authority, following nationally determined timescales.

For any Annual Review of an EHCP falling within Year 11 the post-16 destination must be invited to coproduce the provisions for the following year.

### **Pupil Premium**

Thomas Gainsborough School aims to provide all students with the opportunity to raise their aspirations and increase the possibility for all of our students to be upwardly socially mobile. All Pupil Premium students will have the opportunity to attend all CEIAG visits and talks provided, from the beginning of Year 7 for employer talks and Year 9 for post-16 and post-18 education talks. It is also the responsibility of the Careers Manager to ensure all Pupil Premium students attend a 1:1 IAG meeting during Year 9, 10 and 11.

The Careers Manager will work closely with the Heads of House and the Student Support team to ensure that barriers for Pupil premium students are removed wherever possible to avoid the danger of them becoming NEET (Not in Education, Employment or Training).

### **Those at risk of being NEET (post-16)**

The Careers Manager will identify any students who may be at risk of NEET from our internal referral process. The Careers Manager will bring each student to the attention of Suffolk Youth Support Service when referred. Reasons for referral can include those who are disengaged with their learning; a lack of post-16 applications; lower than expected summer examination grades or the failure to re-enroll in a sixth form. During this period, Suffolk Youth Support Service will mentor and signpost timely IAG to support in the transition of the student into appropriate post-16 education.

The school will also endeavor to engage parents in the process and if needed support with transporting students to open days and college interviews.

## **Destination Measures**

Thomas Gainsborough will provide clear and comparable information on the success of the school in helping all our students pick qualifications that offer them the best opportunity to continue in education or training. Through the use of destination measures we aim to support and prepare our students (through effective IAG) to take up education or training which offers the best long-term prospects for each student.

Throughout Year 11 the Careers manager with the support of tutors, Heads of House and Student Support, will monitor all Year 11 students progress with applications through regular questionnaires and meetings. This information will be recorded on Sims and the Year 11 tracking document.

The school will contact all post-16 students in the September of them leaving / graduating Thomas Gainsborough to support any students who may be at risk of being NEET. A record of this will be kept by the Careers Manager, who will share with the Deputy Headteacher (Student Support). This information will then be shared with the Local Education Authority to support them in their 'September Offer' and their NEET statistic gathering in November and March.