



St Laurence School Policy on Careers Education and Guidance 2021

1. Introduction

At St Laurence School we are committed to supporting all students in meeting their aspirations and reaching their full potential; because people are our treasure. We strive to provide all students with access to relevant, up to date and impartial information that allows students to make informed decisions about their future pathways. We offer a curriculum programme that ensures all students are aware of their own skills and abilities that can lead to a range of opportunities available to all of them.

2. Purpose

To enable a clear strategy in providing positive experiences and offering clear, relevant and impartial Careers education, information, advice and guidance to all our pupils. With this in mind, we aim to:

- provide a comprehensive and progressive programme that provides students with effective, relevant, and unbiased Careers education, information, advice, and guidance;
- raise students' aspirations in order to support them to make informed choices about their future pathways;
- develop necessary skills, knowledge, and attitudes to support students in their adult working lives.

3. Vision and values

This policy is underpinned by our long-term vision and core values.

The aims of the policy are:

- to develop students' knowledge and understanding of their own skills and talents and how they link students to their future working life;
- to provide students with relevant information about the various opportunities available to them in education, training and employment so that they can make informed choices about their future career;
- to allow all stakeholders to provide feedback about the provision of Careers within the school;
- to meet the eight Gatsby Benchmarks as set in the Department of Education Careers Strategy 2018;
- to ensure all staff in school have an awareness of linking curriculum learning to Careers;
- to ensure that all of our students are aware of the crucial importance of attainment in Maths and English GCSEs for any future study or employment;
- to ensure that students have encounters with Further and Higher education providers (as required by the Baker clause);
- to ensure all students have many opportunities to encounter employers in their time at the school;
- to enable students to access impartial Careers advice;
- to raise students' awareness of local and national Labour Market Information so as to inform their future choices.

4. Statutory requirements and expectations

The school is committed to fulfilling its statutory duties in relation to the national **DfE Careers Strategy** (December 2017) and **Careers guidance and access for education and training providers statutory guidance** (January 2018). The effectiveness of our Careers provision is evaluated with regard to the **Gatsby Benchmarks**.

5. Learner entitlement

Every student is entitled to high quality career education and guidance as part of their overall education which meets professional standards of practice and which is individual-centred, relevant and unbiased, as set out in the attached Learners' Entitlement statement.

6. Management and delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme.

6.1. Roles and responsibilities

The governing body are responsible for:

- ensuring that the school complies with its statutory responsibilities
- approving the School Policy on Careers Education and Guidance
- monitoring and evaluating the quality and impact of the school's Careers Education, Information and Guidance programme;
- ensuring there is a named Governor with specific responsibility for Careers;
- reviewing and approving Careers proposals and strategy.

The senior leadership team are responsible for:

- supporting the Careers Coordinator to ensure whole school acceptance of the Careers plan;
- ensuring the Careers programme is adequately resourced;
- providing leadership and guidance to the Careers Coordinator.

The Careers team (Careers coordinator and Careers advisor) are responsible for:

- overseeing the school's Careers Education programme;
- developing external networks;
- engaging actively with all stakeholders;
- ensuring regular MER of the Careers provision at the school;
- preparing and delivering the Careers action plan;
- ensuring a broad unbiased delivery of all the pathways available to students.

Heads of Department are responsible for:

- providing leadership and direction with regards to the Careers within their subject;
- discussing and collaborating with the Careers Coordinator with regard to the Careers element of the Core programme.

Heads of House are responsible for:

- working with the Careers Coordinator to identify and support students in the at risk of NEET group;
- highlighting key students to the Careers Coordinator who require additional support.

All staff are responsible for:

- highlighting key students to the Careers Coordinator who require additional support
- Liaising with the Careers Coordinator with regard to students' career action plans
- working with the Careers Coordinator to identify and support students in the at risk of NEET group;
- highlighting key students to the Careers Coordinator who require additional support;
- ensuring that they are familiar with the Careers programme and its objectives.

6.2. Staff development

All staff are expected to contribute to the career learning and development of students in their different roles. Staff training needs are identified with the Deputy Headteacher (Teaching & Learning), and with continual awareness of local and national Careers agendas. The school will aim to meet training needs within a reasonable period of time.

6.3. Funding and resourcing

Funding for Careers will be allocated in the school budget and the school will explore sources of external funding.

6.4. Monitoring, evaluation and review

The implementation of the Careers programme will be monitored and reviewed every year through impact questionnaires, surveys and student voice. We look to engage with the various stakeholders so as to develop a policy which supports our students whilst keeping abreast of national changes. Evaluations take place after career-related events and students' access to Careers related activities can be tracked electronically and regularly monitored. Monitoring takes place through feedback, written evaluations and student and employer feedback. The introduction of the Gatsby Benchmark Compass Tool will give us greater opportunities to review and evaluate the whole school programme for Careers.

7. Stakeholders and partners

7.1. Parents / carers

We recognise the important role that parents have in their child's career development and they are encouraged to be involved in their child's career development through:

- Annual Information Evenings;
- Subject Evenings;
- Access to information and resources on the school's website;
- Monthly newsletter;
- Evaluation of the Careers programme within school.

7.2. Careers support agencies

The school has an annual agreement with Adviza, an independent Careers Adviser, who provides independent advice and guidance.

Administration for Work Experience is managed internally and placements are monitored and overseen by an independent company with regard to safeguarding.

The school has an assigned Enterprise Adviser who can provide strategic guidance and support on developing the Careers action plan and the Gatsby Benchmarks.

7.3. Employers, community partners and learning providers

The school is committed to working collaboratively with employers, Higher Education providers, local learning providers, apprenticeship providers and the LEP, as laid out in the attached Provider Access policy.

COVID-19 Addition:

Following government guidelines, the Careers Programme has been adapted to include a variety of virtual workshops and activities.

This policy will be reviewed at least every two years (or sooner in the event of revised legislation or guidance).

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| Policy created in: | July 2021 |
| Revised and released in: | September 2021 |
| Approved by the Governing Body | Standards |

Links with other policies

This policy should be read in conjunction with and has links to the following policies and procedures available on the school website:

- [Policy on Child Protection Policy 2021-22 \(PDF\)](#)
- [Policy On ICT And E Safety Policy \(PDF\)](#)
- [Policy On COVID19 Online Learning Guidance 7 13 \(PDF\)](#)
- [Policy On Distance Learning During School Closures \(PDF\)](#)
- [Policy On Equalities And Equalities Objectives \(PDF\)](#)
- [Policy On Progressing From Year 12 To Year 13 \(PDF\)](#)
- [Policy On Special Educational Needs And Disability \(PDF\)](#)