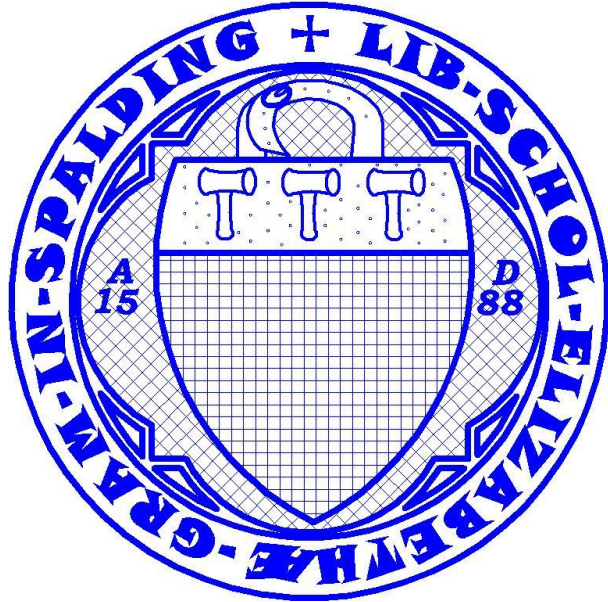


# Spalding Grammar School



## Careers Guidance Policy

<b>Author:</b>	<b>Mr G Baker</b>
<b>Ratified by:</b>	<b>Full Governors</b>
<b>Review Cycle:</b>	<b>Biennial</b>
<b>Next Review Date:</b>	<b>October 2027</b>

## **Rationale for Careers Guidance**

Careers Guidance makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood.

High quality careers guidance provision should include the following elements:

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. Experience of workplaces
7. Encounters with further and higher education
8. Personal careers guidance from a qualified adviser

### *Gatsby Benchmarks*

The programme *should* also be regularly monitored, reviewed and evaluated using Compass self-audit tool, feedback from stakeholders and other external evaluation e.g. Quality in Careers Standard.

Good careers provision should support the wider agendas of attainment, achievement and participation in learning.

## **Aims**

Spalding Grammar School is committed to providing a programme of Careers Education, Information, Advice and Guidance (CEIAG) for all pupils from Year 7-13. The School endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2015), The Government Careers Strategy (DfES, 2018) and other relevant guidance from Gatsby Benchmarks and Ofsted as it is published.

The aims of the Careers Education, Information, Advice and Guidance are:

- to contribute to strategies for raising achievement, with a particular emphasis on increasing motivation
- to support inclusion, challenging stereotypes and promoting equal opportunities
- to encourage participation in continued learning, including apprenticeships, further and higher education
- to develop enterprise and employability skills
- to ensure that pupils are aware of all opportunities so that they choose the most suitable pathway
- to contribute to the economic prosperity of individuals and the local community
- to meet the needs of all our pupils through appropriate differentiation
- to involve Parents/Carers in the process

## **Statutory duties**

The School will fulfil our statutory duties by:

- ensuring pupils have sufficient access to independent and impartial career guidance. This will include support from a trained specialist in career guidance (qualified to at least Level 6 in a Career Guidance qualification); a range of FE, HE and other training providers; employers and employer engagement providers
- publishing the arrangements for training providers to access pupils on the School website
- publishing details of the careers programme that will be updated annually
- appointing a Careers Leader with strategic responsibility and publishing contact details on the School website

## Role of the Governing Body

In line with Section 42A of the Education Act 1997, the Governing Body must:

- ensure all registered pupils are provided with independent careers guidance from Year 8 onwards
- ensure careers guidance is presented in an impartial manner
- ensure careers guidance includes information on the range of education or training options
- ensure careers guidance promotes the best interest of the pupils to whom it is given
- provide clear advice and guidance to the Headteacher on which they can base a strategy
- ensure arrangements are in place to allow a range of education and training providers to access all pupils from Year 8 onwards, to ensure pupils are aware of the routes available to them at transition

All boards have a crucial role to play in connecting their school with the wider community of business and other professionals in order to enhance the education and career aspirations of pupils. Boards are *encouraged* to have a nominated individual who takes a strategic interest in careers education and guidance and encourages employer engagement, which may in turn potentially lead to employers providing new, skilled individuals to serve on the board. Boards *should* engage with their Careers and Enterprise Adviser (where appointed), who can help the School to develop its careers programme and to broker relationships between employers and the School.

## Links with other policies

The Careers Guidance Policy is linked to the following policies and documents:

- RSE Policy
- Provider Access Policy
- SEN/Learning Support Policy
- School Improvement Plan
- Careers Strategy

## Commitment

Careers guidance is seen as playing an important role in motivating pupils, promoting equality of opportunity and maximising academic and personal achievement whilst at school and beyond and has a high priority in the School.

- **Organisation, management and staffing**

Chloe Barratt – Careers Lead

Hannah Hoyles – Careers Advisor and Work Experience Coordinator

Gareth Baker – Assistant Headteacher with Line Managing responsibility for PaCE

Pauline Makepeace - Link Governor

- **Staff development and CPD**

Chloe Barratt is qualified at Level 6 in Careers Leadership

Hannah Hoyles is qualified at Level 6 in Personal Guidance

## Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through a planned scheme of work for careers, employability and enterprise programme for Years 7-13 that should meet the following learning outcomes: (see Appendix 4)

- enable young people to grow throughout life by learning and reflecting on themselves, their background and strengths
- inspire young people to explore the full range of possibilities open to them and learn about recruitment processes and the culture of different workplaces
- assist young people to manage their career actively, make the most of opportunities and learn from setbacks
- encourage young people to create opportunities by being proactive and building positive relationships with others
- support young people to think about how to balance their life as a worker and/or entrepreneur with their wellbeing, family, community and other interests
- help young people to see the big picture by paying attention to how the economy, politics and society connect with their own life and career

*(Taken from the CDI Career Development Framework 2021)*

## **Personalised Opportunities**

- **Access to a qualified specialist source of impartial careers guidance.** The guidance adviser should maintain their own CPD and ideally be a member of a professional body such as The Careers Development Institute (CDI).
- **Access to individual information and advice for Years 8-13 at key transition points through** internal staff, external visitors, mentors, and through email, telephone, webchat and forums via websites such as [www.thesource.me.uk](http://www.thesource.me.uk), [National Careers Service ,icanbea](http://NationalCareersService.icanbea) and [Amazing Apprenticeships](http://AmazingApprenticeships)

## **Employer Engagement**

Spalding Grammar School works directly with a number of employers, including but not limited to:

- our Enterprise Adviser – Luke Boekestyn (Director at Burmor Construction). Luke is working with pupils in all year groups, including completing workshops with Year 12 Engineering and Product Design pupils and conducting an assembly for Year 9
- our Enterprise Adviser – Richard Cundall (HR Manager at JO Sims)
- Greater Lincolnshire Local Enterprise Partnership Careers Hub – We work with an Enterprise Coordinator who gives advice on how to boost our meeting of Gatsby Benchmarks and links us with local employers
- alumni – including employees in engineering, construction, the military and foreign correspondence

## **Outcomes: monitoring, review and evaluation**

Careers provision at the School is monitored, reviewed and evaluation via:

- Unifrog – our subscription to Unifrog ensures that we can monitor pupil engagement with careers, work experience, post-16 and 18 opportunities and their interactions with employers
- CDI framework (Appendix 4) helps us to evaluate our provision against six keys aims, for every Key Stage
- the long-term plan for careers provision is regularly reviewed and is updated annually
- observation of careers education lessons
- annual parental surveys, going out in the summer term

The outcomes of careers provision at the School are assessed and recorded via:

- Compass – This is an online tool, completed termly, which helps us to assess how far we are meeting the Gatsby Benchmarks
- Destinations data – data for the past three years can be found on our website

## **Partnerships and Stakeholders**

Lincs Higher – we work with an adviser who provides links to further and higher education providers, including talks for our pupils.

Greater Lincolnshire Enterprise Partnership – we work with an Enterprise Coordinator who gives advice on how to boost our meeting of Gatsby Benchmarks and links us with local employers.

## **Engaging with Parents/Carers**

Parents are engaged with careers guidance provision at the School through:

- 1-1 meetings between a Form Tutor and Parents/Carers at key transition points (Years 7, 9 and 11)
- work experience information provided on the Year 10 welcome evening
- opportunity for parents/carers to provide feedback through an annual Parent Voice survey

## APPENDIX 1 | Definitions of terms used in this policy

There is debate and confusion about the terminology in this area.

### Government Definition

*“Careers guidance refers to services and activities, intended to assist individuals of any age and at any point throughout their lives, to make education, training and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web based services). They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services.”*

(Department of Education. *Statutory Guidance: The duty to secure independent and impartial careers guidance for young people in schools*: March 2013)

**For purposes of planning a service, it might still be helpful to think of provision in these areas.**

**Careers Education** - planned progressive provision by learning providers for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well being.

**Work Related Learning** – a series of opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise.

**Employer Engagement** - a range of activities involving employers, both in and out of a school setting, that enable pupils to develop skills for employability and understand more about the world of work or a particular sector. This could include work experience, workplace visits, employer visits, mentoring, enterprise days

**Personal Career Guidance** – delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

### Information, Advice and Guidance (IAG)

IAG can be delivered by a number of people in and out of the school/college environment – for example by careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers. Some of these people may be trained in career guidance, whilst others may be giving information and advice that may or may not be up to date or impartial.

**Independent** is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships.

**Impartial** is defined as showing no bias or favouritism towards a particular education or work option or particular provider.

## **APPENDIX 2 | Learners' Entitlement**

### **Your Careers, Employability and Enterprise programme will help you to:**

- understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- find out about different courses, what qualifications you might need and what opportunities there might be
- develop the skills you may need for working life
- make realistic, but ambitious, choices about courses and jobs
- develop a plan of action for the future
- understand the different routes after Year 11 including training, further and higher education and jobs
- be able to make effective applications for jobs, training and further and higher education
- develop your interview skills
- improve your confidence

### **You will receive:**

- careers lessons, activities or opportunities
- guided tutor time
- access to the career information resources via a range of media
- guidance interviews – from a trained specialist if your needs can't be met by staff in school
- a range of experiences of work and opportunities to meet employer inside and outside of the classroom
- other subject lessons linked to Careers, Employability and Enterprise

### **You can expect to be:**

- treated equally with others
- given careers information and advice that is up to date and impartial
- treated with respect by visitors to the school who are part of the Careers, Employability and Enterprise programme
- given extra help if you have additional/special needs

## APPENDIX 3 | The Gatsby Benchmarks

The Gatsby Foundation commissioned Sir John Holman, a Professor of Chemistry at the University of York, senior education adviser and former headteacher, to investigate what good career guidance in England should be like. His report identified eight benchmarks that schools should work towards to improve and deliver high quality CEIAG provision. These benchmarks have been widely adopted as an indication of quality careers guidance.

1	A STABLE CAREERS PROGRAMME	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2	LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3	ADDRESSING THE NEEDS OF EACH STUDENT	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4	LINKING CURRICULUM LEARNING TO CAREERS	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5	ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6	EXPERIENCES OF WORKPLACES	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7	ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8	PERSONAL GUIDANCE	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.

## APPENDIX 4 | THE CDI Career Development Framework Handbook (2021)

The Careers Development Institute (CDI) has developed this framework to use for planning learning outcomes for developing careers provision.

### GROW THROUGHOUT LIFE

	KS3	KS4	16-19
<p><b>Grow throughout life by learning and reflecting on yourself, your background and your strengths</b></p>	<ul style="list-style-type: none"> <li>• Being aware of the sources of help and support available and responding positively to feedback</li> <li>• Being aware that learning, skills and qualifications are important for career</li> <li>• Being willing to challenge themselves and try new things</li> <li>• Recording achievements</li> <li>• Being aware of heritage, identity and values</li> </ul>	<ul style="list-style-type: none"> <li>• Responding positively to help, support and feedback</li> <li>• Positively engaging in learning and taking action to achieve good outcomes</li> <li>• Recognising the value of challenging themselves and trying new things</li> <li>• Reflecting on and recording achievements, experiences and learning</li> <li>• Considering what learning pathway they should pursue next</li> <li>• Reflecting on their heritage, identity and values</li> </ul>	<ul style="list-style-type: none"> <li>• Actively seeking out help, support and feedback</li> <li>• Taking responsibility for their learning and aiming high</li> <li>• Seeking out challenges and opportunities for development</li> <li>• Reflecting on and recording achievements, experiences and learning and communicating them to others</li> <li>• Planning their next steps in learning and work</li> <li>• Discussing and reflecting on the impact of heritage, identity and values</li> </ul>

### EXPLORE POSSIBILITIES

<p><b>Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces</b></p>	<ul style="list-style-type: none"> <li>• Being aware of the range of possible jobs</li> <li>• Identifying common sources of information about the labour market education system</li> <li>• Being aware of the main learning pathways (e.g. university, college and apprenticeships)</li> <li>• Being aware that many jobs require learning, skills and minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Considering what jobs and roles are interesting</li> <li>• Researching the labour market and the education system</li> <li>• Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it</li> <li>• Researching the learning and qualification requirements for jobs and</li> </ul>	<ul style="list-style-type: none"> <li>• Developing a clear direction of travel in their career and actively pursuing this</li> <li>• Actively seeking out information on the labour market and education system to support their career</li> <li>• Having a clear understanding of the learning pathways and qualifications that they will need to pursue their</li> </ul>
---	--	--	---

	KS3	KS4	16-19
	<p>qualifications</p> <ul style="list-style-type: none"> <li>• Being aware of the range of different sectors and organisations where they can work</li> <li>• Being aware of the range of ways that organisations undertake recruitment and selection</li> </ul>	<p>careers that they are interested in</p> <ul style="list-style-type: none"> <li>• Researching the range of workplaces and what it is like to work there</li> <li>• Researching how recruitment and selection processes work and what they need to do to succeed in them</li> </ul>	<p>career</p> <ul style="list-style-type: none"> <li>• Actively researching and reflecting on workplaces, workplace culture and expectations</li> <li>• Analysing and preparing for recruitment and selection processes</li> </ul>
<b>MANAGE CAREER</b>			
<p><b>Manage your career actively, make the most of opportunities and learn from setbacks</b></p>	<ul style="list-style-type: none"> <li>• Being aware that career describes their journey through life, learning and work</li> <li>• Looking forward to the future</li> <li>• Imagining a range of possibilities for themselves in their career</li> <li>• Being aware that different jobs and careers bring different challenges and rewards</li> <li>• Managing the transition into secondary school and preparing for choosing their GCSEs</li> <li>• Learning from setbacks and challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Recognising the different ways in which people talk about career and reflecting on its meaning to them</li> <li>• Building their confidence and optimism about their future</li> <li>• Making plans and developing a pathway into their future</li> <li>• Considering the risks and rewards associated with different pathways and careers</li> <li>• Taking steps to achieve in their GCSEs and make a decision about their post-16 pathway</li> <li>• Thinking about how they deal with and learn from challenges and setbacks</li> </ul>	<ul style="list-style-type: none"> <li>• Being able to describe the concept of career and say what it means to them</li> <li>• Building their confidence and optimism about their future and acting on it</li> <li>• Actively planning, prioritising and setting targets for their future</li> <li>• Considering the risks and rewards of different pathways and career and deciding between them</li> <li>• Managing the transition into the post-16 learning context and preparing for post-18 transitions</li> <li>• Being proactive about being resilient and learning from setbacks</li> </ul>
<b>CREATE OPPORTUNITIES</b>			
<p><b>Create opportunities by being proactive and building positive relationships with others</b></p>	<ul style="list-style-type: none"> <li>• Developing friendships and relationships with others</li> <li>• Being aware that it is important to take initiative in their learning and life</li> <li>• Being aware that building a career will</li> </ul>	<ul style="list-style-type: none"> <li>• Developing friendships and relationships and reflecting on their relationship to their career</li> <li>• Starting to take responsibility for making things happen in their career</li> </ul>	<ul style="list-style-type: none"> <li>• Building and maintaining relationships and networks within and beyond the school</li> <li>• Being proactive about their life, learning and career</li> </ul>

	KS3	KS4	16-19
	<p>require them to be imaginative and flexible</p> <ul style="list-style-type: none"> <li>• Developing the ability to communicate their needs and wants</li> <li>• Being able to identify a role model and being aware of the value of leadership</li> <li>• Being aware of the concept of entrepreneurialism and self-employment</li> </ul>	<ul style="list-style-type: none"> <li>• Being able to reflect on and change their career ideas and the strategies that they are pursuing to achieve them</li> <li>• Being willing to speak up for themselves and others</li> <li>• Being able to discuss roles models and reflect on leadership</li> <li>• Researching entrepreneurialism and self-employment</li> </ul>	<ul style="list-style-type: none"> <li>• Being creative and agile as they develop their career pathway</li> <li>• Representing themselves and others</li> <li>• Acting as a leader, role model or example to others</li> <li>• Considering entrepreneurialism and self-employment as a career pathway</li> </ul>

## BALANCE LIFE AND WORK

<p><b>Balance your life as a worker and / or entrepreneur with your wellbeing, other interests and your involvement with your family and community</b></p>	<ul style="list-style-type: none"> <li>• Being aware of the concept of work-life balance</li> <li>• Being aware that physical and mental wellbeing are important</li> <li>• Being aware of money and that individuals and families have to actively manage their finances</li> <li>• Being aware of the ways that they can be involved in their family and community</li> <li>• Being aware of different life stages and life roles</li> <li>• Being aware of rights and responsibilities in the workplace and in society</li> <li>• Recognising the injustices caused by prejudice, stereotypes and discrimination in learning and workplaces</li> </ul>	<ul style="list-style-type: none"> <li>• Reflecting on the different ways in which people balance their work and life</li> <li>• Reflecting on their physical and mental wellbeing and considering how they can improve these</li> <li>• Recognising the role that money and finances will play, in the decisions that they make and, in their life and career</li> <li>• Recognising the role that they play in their family and community and considering how that might shape their career</li> <li>• Considering how they want to move through different life stages and manage different life roles</li> <li>• Developing knowledge of rights and responsibilities in the workplace and in society</li> <li>• Identifying what they can do, individually and with others, to challenge prejudice, stereotyping and</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for the kind of balance of work and life that they want</li> <li>• Taking action to improve their physical and mental wellbeing</li> <li>• Beginning to manage their own money and plan their finances (e.g. thinking about pupil loans)</li> <li>• Actively shaping their involvement in their family and community as part of their career planning</li> <li>• Planning for different life stages and considering the different life roles that they want to play</li> <li>• Being aware of their role in ensuring rights and responsibilities in the workplace and in society</li> <li>• Taking action to challenge prejudice, stereotypes and discrimination in learning and workplaces when they encounter them</li> </ul>
--	---	--	---

	KS3	KS4	16-19
		discrimination in learning and workplaces	

## SEE THE BIG PICTURE

<p><b>See the big picture by paying attention to how the economy, politics and society connect with your own life and career.</b></p>	<ul style="list-style-type: none"> <li>• Being aware of a range of different media, information sources and viewpoints</li> <li>• Being aware that there are trends in local and national labour markets</li> <li>• Being aware that trends in technology and science have implications for career</li> <li>• Being aware of the relationship between career and the natural environment</li> <li>• Being aware of the relationship between career, community and society</li> <li>• Being aware of the relationship between career, politics and the economy</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating different media, information sources and viewpoints</li> <li>• Exploring local and national labour market trends</li> <li>• Exploring trends in technology and science</li> <li>• Exploring the relationship between career and the environment</li> <li>• Exploring the relationship between career, community and society</li> <li>• Exploring the relationship between career, politics and the economy</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating different media, information sources and viewpoints and reflecting on the best way to get information for their career</li> <li>• Exploring and responding to local and national labour market trends</li> <li>• Exploring and responding to trends in technology and science</li> <li>• Exploring and responding to the relationship between career and the environment</li> <li>• Exploring and responding to the relationship between career, community and society</li> <li>• Exploring and responding to the relationship between career, politics and the economy</li> </ul>
---	--	---	--