



Careers Education and Guidance Policy

Date Reviewed: March 2018

Date Policy Approved: May 2018

Next Review Date: March 2020

Careers Education and Guidance (CEG)

Vision

Wyvern Academy is committed to providing all pupils with an excellent all-round education, developing the whole person, which will serve as a basis for a successful and fulfilled future as students, employees, employers and parents. This includes preparing pupils for life in modern Britain – respect, morality, equality & employability. We aim to motivate pupils towards high aspirations.. This rationale is reflected in the PSHE policy and the WRL policy as there are many common strands in these policies which all support the delivery of the personal development curriculum at Wyvern Academy.

Aims

At Wyvern Academy we believe that a good, impartial CEIAG programme has a positive impact on pupils – giving them the skills, knowledge and understanding to manage their own life-long learning and career development. Our aim is to meet all the Gatsby principles, in order to provide a structured guidance service which empowers our pupils through more engagement and opportunities with further education, higher education and employers.

Provision

The school provides impartial careers guidance through an independent careers adviser and opportunities to investigate the world of work and further education/higher education provisions through visits, presentations and workshops.

The school works with the local authority's PA to support more vulnerable young people including those with special educational needs and those who are disengaged or at risk of disengaging.

Pupils are provided with careers guidance:

- from YR7-11 through the whole school PSHE program and education visits.
- by providing the opportunity to participate in STEM activities and competitions
- working closely with Darlington Foundation for Jobs, ECITB and Darlington Cares, organisations that offer careers workshops, activities and visits to the workplace of local businesses.
- working with ESH Group; a program running in school with YR10 pupils providing an opportunity throughout the year for pupils to work with local ESH and local businesses in school. The pupils are given guidance throughout the year on CV building, presentation, internet safety, Health and Safety and interview techniques culminating on completion in a mock interview with a local business.
- A pastoral structure where tutors move up the school with their tutees and becoming actively aware and involved in their options at KS3 and post 16.
- Working with the Business and Enterprise Coordinator from Tees Valley Combined Authority to audit and develop the CEG Programme in accordance with the Gatsby principles and linking with a named industry adviser.

Extended provision take place through Work Experience, special activity days such as Careers Market Workshop Day, University Taster sessions, Careers and College evenings Army Look at Life and Personal Development courses, Queen Elizabeth 6th Form College, Middlesbrough College and Darlington College visits and Year 10 taster sessions, Armed Forces presentations, Carmel College and links to the Martin Gray Football Academy. The school is also host to an army cadet force.

At Wyvern Academy we utilise a self-employed careers adviser 1:1 guidance meetings for year 9,10 and 11 students. Independent advice is provided on a full range of education, training options including apprenticeships and vocational pathways. Career progression plans are written for each pupil and a copy of the plan is sent home and also stored in the Teacher Resources section of the school network. Parents are also welcome to attend interviews on request and advice can be provided to parents on the telephone.

Disadvantaged students and those with SEND needs are prioritised in Year 9 and 10 for a 1:1 meeting. The careers adviser also attended Year 9 Options evening and the Careers and College evenings.

The Year 11 Lead works closely with tutors and the SENDCO to prioritise the pupils needing early intervention to secure a successful transition as part of the Darlington Transition Support Scheme. A target group is being identified and 1:1 meetings in school are arranged with mentors and contact is continued during the summer, with support provided in enrolment and the first few weeks of FE. She also liaises with the Local Authority to identify those students at risk of being NEET and makes referrals to seek the support of a personal adviser.

Pupils can access the National Careers Service and National Apprenticeship Service via a website and telephone helpline number. Pupils are also introduced to the National Citizen Service and are encouraged to develop themselves through voluntary work in the summer.

Work Experience

All year 10 pupils take part in a one week placement for which they are thoroughly prepared in PSHE lessons. They are supported by staff through phone calls and visits and de-briefed during lessons across the curriculum and in PSHE. Wyvern Academy has an excellent relationship with local providers because of our preparation and support but also through the success and achievement of our pupils during their placement. Many are offered part time employment and the increased motivation and confidence on their return to school is key to success at GCSE.

How outcomes will be assessed

Assessment of learning through end of lesson progress reviews, in KS3, where pupils will evaluate for themselves the learning outcomes of each lesson and also by end of unit reviews or questionnaires. Independent advice can be provided based on pupil's strengths and attainments.

All pupils in year 9 will be interviewed by senior staff and a record of that interview will suggest an appropriate choice for KS4. Staff will negotiate with pupils through looking at performance and predictions data available to make sure pupils make the right choices.

Effectiveness of the provision is measured through student voice and the destination of our pupils i.e The Destination Measures data published by the DfE and data issued by local providers.

Year 11 Leavers complete the 'What's next' form before GCSE's which identifies their own pathway and comments on the effectiveness of any guidance provided at school and the impact on their own confidence in achieving their goals.

Who's involved?

- PSHE Co-ordinator
- Careers Adviser
- Post 16 Transition Lead / Head of Year 11
- Work Experience Coordinator
- Assistant Headteacher responsible for the QS and feedback to Governors to ensure that sufficient resources are allocated to the programme. They will receive a review and evaluation of the effectiveness of the programme.
- Liaison by designated leads with linked organisations, education and training providers and use of labour market information, local employment opportunities and projections of local skills needs.
- Senior members providing YR 9 choices interviews based on attainment data and relevant success criteria

Staff access to professional development

- Staff to be encouraged to access teacher placements in industry or business to keep up-to-date with changes and developments in employment and the workplace and their requirements.
- Training to be linked to CPD and be meaningful. E.g. L6 Certificate in Careers, Guidance and Development.
- Shared good practice with other local schools.
- Attendance by key people at CEIAG Forum – Darlington Network.

Resources and funding

- Review of access to current guidance is planned and adapted in line with the CEIAG budget

How provision will be monitored and evaluated

- The impact of the CEIAG provision is reviewed as an ongoing process throughout each year using pupil and parent surveys and questionnaires.
- Annual report to governors.
- Parents to be informed of provision through the reporting system linked to Careers evening and parents evenings, meetings and discussions with tutors and Heads of Year.