

# **SOUTHEND HIGH SCHOOL FOR BOYS**



# **CAREERS POLICY**

**September 2020 (updated January 2021)**

## **1. Rationale/Introduction**

1.1. Southend High School for Boys is committed to providing Careers Education, Information, Advice and Guidance to students through the curriculum and through organised activities.

1.2. Southend High School for Boys is in partnership and collaboration with key education providers and businesses in Southend and Essex whose aim is to improve the educational experience of children and young people in schools and colleges and prepare them for the opportunities, responsibilities and experiences of later life.

## **2. Commitment**

2.1. Southend High School for Boys is committed to fulfilling its statutory duty to secure independent and impartial Careers Education, Information, Advice and Guidance (CEIAG) for young people in Years 8-13 under Section 29 of the Education Act 2011 (Section 45A of part VII of the Education Act 1997). This policy also reflects the careers guidance and inspiration in schools, statutory guidance for governing bodies, school leaders and school staff, March 2015 and January 2018.

2.2. A programme of careers education is delivered through Personal, Social, Health, Educational and Economic Education (PSHEE). The programme is designed to build upon previous knowledge through activities that are appropriate to the student's stages of career learning, planning and development.

2.3. The school has a designated member of the Senior Leadership team who is in charge of ensuring the careers programme is high quality and meets the statutory requirements.

2.4. The Gatsby Benchmarks are used in order to evaluate and monitor Southend High School for Boys careers provision and the school uses the Compass Evaluation tool on a termly basis to evaluate the provision.

2.5. Southend High School for Boys actively ensures students and parents/carers have access to information throughout the year through events such as Information Evenings.

2.6. Southend High School for Boys endeavours to follow best practice guidance from the careers profession and from other extended bodies such as Ofsted, Department for Education, GOV UK, and works in partnership with Enterprise Network, Make Happen, DWP, Kick Start My Future and Career Ready.

2.7. Southend High School for Boys uses destination data at both KS4 and KS5 in order to assess how successfully students make the transition into the next stage of education, training or employment.

## **3. Aims**

3.1. Southend High School for Boys aims to promote CEIAG to all students in order for them to progress in their learning and work.

3.2. It is part of the vision and mission of Southend High School for Boys that all learners have a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic well-being throughout their lives.

3.3. Southend High School for Boys aims to comply with the eight Gatsby Benchmarks, evaluated by the Compass Evaluation tool.

3.4. School educational trips and visits, where appropriate, have an element of careers education, information and opportunity to meet and interact employees and employers.

3.5. Careers information will be embodied within the curriculum

3.6. Information and opportunities regarding alternative post-16 pathways will be provided throughout KS3 and KS4 learning, specifically in Year 11 with all local FE providers' open days being published and displayed within our school.

#### **4. Partnerships**

4.1. Southend High School for Boys works in partnership with Enterprise Network, Make Happen, DWP, Kick Start My Future and Career Ready, Southend Borough Council, Connexions, Essex County Council and Universities, together with local and national businesses and institutions.

4.2. The aim is to improve the educational experience of children and young people in our schools and prepare them for the opportunities, responsibilities and experiences of later life and ensure that all students develop the knowledge and skills for successful progression in education and employment.

4.3. Southend High School for Boys seeks to provide educational services and support through the establishment of partnership working between educational providers and the business community.

4.5. Southend High School for Boys hosts visitors from the business world and visits to workplaces.

#### **5. Entitlement**

5.1. All students are entitled to CEIAG that is impartial and confidential.

5.2. Careers Education is provided to all students in Years 8-13. It is integrated into their experience of PSHE, enrichment and the whole curriculum. It is delivered and supported by tutors and subject teachers.

5.3. High-quality, impartial careers guidance is provided through our qualified Careers Adviser, with careers information also being available from our Careers Lead and Post-18 Student Adviser.

5.4. Students are encouraged to follow career paths that suit their interests, skills and personal qualities with the absence of stereotypes. The programme has equality of opportunity, diversity and inclusion, whilst promoting the best interests of the student to whom it is given.

5.5. Students who qualify for Pupil Premium, students with disadvantaged backgrounds and students with special educational needs, learning difficulties or disabilities are given additional assistance where necessary.

5.6. Students who do not achieve a grade 5 or higher in GCSE Maths or English will be required to carry on studying these subjects. Careers advice interventions are put into place for all students at risk of not achieving a 5 grade or higher in GCSE Maths or English.

5.7. Southend High School for Boys works in close partnership with local authorities. Careers Advisers, Heads of Year and Tutors work to identify any student at risk of NEET (Not in Education, Employment, or Training) and intervene to support them.

5.8. Southend High School for Boys is aware of the need to engage with local employers and the professional community and works with our partners to provide those opportunities for our students.

#### **6. Provision at KS3 and KS4**

6.1. The following key areas are promoted throughout KS3, KS4 and KS5:

- Self-development – assessing student's strengths and weaknesses to inform future learning and work choices to develop positive self-esteem and confidence.
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity.

- Developing enterprise and employment skills.
- Meeting students' needs through appropriate differentiation.
- For students to focus on their future aspirations.
- Involving parents and carers.
- Employer engagement – developing students' attitudes and employability skills.

6.2. All Year 7 students will have an introduction to careers, and receive a log-in to our destinations platform, Unifrog.

6.3. All Year 8 students will look at pathway planning as they begin to consider their GCSE options and think about what a career means to them.

6.4. All Year 9 pupils will have a day's Experience of the Workplace and two days on a Work Related Learning Enterprise event.

6.5. All Year 10 students will take part in our Mock Interview Exercise day with 24 volunteer interviews from the world of business. They will also all be visiting Essex University for an HE experience day.

6.6. All Year 11 students are encouraged to seek and secure relevant work experience placements after their GCSE exams. Help and advice is in place to enable this.

6.7. All careers Information provided includes the full range of post-16 education or training options, including Apprenticeships and T Levels.

6.8. Students throughout the school continue to use Unifrog to support their learning in careers lessons, record their activities, skills and competencies, and research post-16 and post-18 options. Students are able to explore career choices through the Careers PSHE units; CIAG websites such as The National Careers Service, UCAS, Apprenticeships, GOV.UK, Kudos and Career-pilot; books, leaflets and prospectuses in the Careers section of the Library. They will also have access to impartial careers advice and guidance from the Careers Adviser, alongside careers information from our Careers Lead and Post-18 Careers Adviser.

## **7. Provision in the Sixth Form**

7.1. Year 12 focus on:

- Learning effectively, managing stress, enrichment, finance and preparing for interview;
- UCAS course search, preparation for UCAS process and UCAS launch.

7.2. The school has a programme of guest speakers who talk about various aspects of career and educational advice. These include student finances, apprenticeships and work experience.

7.3. A trip is organised annually for all Year 12 students to attend the UCAS Conference, where they can engage with over 100 universities and apprenticeship providers.

7.4. The Head of Sixth Form keeps information on each student's career and HE pathway. We run an advisory programme throughout the year, with our qualified Careers Adviser offering impartial careers advice and guidance, alongside careers information being available from our Careers Lead and Post-18 Careers Adviser and timetabled Personal Development lessons and events.

7.5. Opportunities for appropriate work experience are targeted to specific students by the Sixth Form team. Work experience at this level must be a facilitating opportunity in terms of applying for HE or future career plans. All students are encouraged, with support, to research and arrange their own work experience placements.

7.6. The Head of Sixth form is responsible for promoting other opportunities, such as bursaries, open days and other career and HE opportunities.

7.7. Year 13 students focus on:

- Writing personal statements, UCAS applications, Gap Years
- Financial preparation for University and independent living
- Examination technique.

7.8. The 16 to 19 Bursary, offering financial support to help students stay in education post-16, is available and all students are made aware of this support and the process through which they can apply.

## **8. Provider Access**

8.1. The school has arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

8.2. All pupils in Years 8-13 are entitled to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.

8.3. All pupils in Years 8-13 are entitled to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events, and to understand how to make applications for the full range of academic and technical courses.

8.4. A provider wishing to request access should contact the Careers Lead and Post-18 Adviser. Information is available on the school website to facilitate this process.

8.5. The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead and Post-18 Adviser or a member of their team.

8.6. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

## **9. Further Advice**

9.1. Careers information can be found in the Careers Adviser's office, Sixth Form Office and the school Library.

9.2. Students/staff can request a careers interview with the qualified and impartial Careers Adviser or by contacting the school's Careers Lead and Post-18 Adviser, Year Leader or tutor.

9.3. There is a careers area on the school website which includes:

- An overview of our programme
- Information for parents
- An opportunity for other providers to contact the school
- Useful websites including UCAS and Apprenticeships.

9.4. The Careers Adviser will meet with all Year 11 students at least once in a school year. Sixth Form students all have the opportunity to speak with the Careers Lead and Post-18 Adviser: they may be referred to the Careers Adviser. All students may request appointments with the Careers Adviser.

## **10. Monitoring, Evaluation and Review**

10.1. Careers PSHEE is updated at least once annually by the member of staff responsible for the PSHEE programme.

10.2. The impact of our careers programme is measured by collating and analysing feedback from students, parents, teachers and external partners, such as Make Happen and InvestIn.

10.3. Destination data is collected and used to ensure the careers programme remains relevant, it is reviewed and updated annually.

## **11. Relationship to other Internal Policies**

This policy should be read in conjunction with the following school policies:

- Equality and Diversity Policy
- SEND Policy

## **12. Statutory Guidance**

This careers strategy is in line with the national Careers Strategy (December 2017) and Careers guidance and access for education and training providers statutory guidance (January 2018).