

## Sheringham High School and Sixth Form Careers Education, Information, Advice and Guidance Policy

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### Purpose and Background

To outline how the Synergy Multi-Academy Trust meets the statutory guidelines published in July 2021; <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools> for Sheringham High School, which caters for students aged 11-18.

Careers Education Information, Advice and Guidance are essential parts of every student's curriculum. They are an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life. Sheringham High School has three key aims for Career Development for our students:

**Personal Development** – to enable students to understand their strengths and how they are influenced, thus acquiring the core competencies and skills necessary to access opportunities available to them.

**Career Exploration** – to investigate opportunities in learning and work, to understand the changing world of work and gain information about the labour market.

**Career Management** – to develop the necessary skills which enable them to make and adjust plans and manage change and transitions successfully.

We are committed to meeting and exceeding the Statutory Guidance. Sheringham High School recognises its statutory duties and is committed to providing a planned progressive programme of activities to help students choose 13-19 pathways that are right for them. Activities are differentiated and personalised to ensure progression and to strengthen students' motivation, aspirations and attainment at school. The programme is also designed to challenge stereotyping and to promote equality and diversity of opportunity.

### Roles and Responsibilities

#### Governors and Statutory Duties

1. Section 42A of the Education Act 1997, updated in 2022, requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from year 7 to year 13 by careers guidance advisors who are qualified to a minimum of level 6. Our Careers Advisor, Vaidehi Ranavaya, is qualified to level 7 and holds the Qualification in Career Development (QCD) whilst also adhering to the Career Development Institute (CDI) Code of Ethics.

2. The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;

- will promote the best interests of the students to whom it is given.

3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all students in year 8 to year 13 for the purpose of informing them about approved technical education qualifications and apprenticeships.

The Directors of the Trust have appointed Gill Pegg as the Named Trustee and Jonathan Hendry is the named LGB governor at Sheringham to liaise with Josh Cartwright, Careers Lead and Senior Lead with responsibility for Personal Development to monitor the application of this policy.

The governing body will review outcomes of the policy and update it as appropriate.

## **Deputy Headteacher Student Support and Guidance**

The Deputy Headteacher for Student Support & Guidance will:

- liaise with the Headteacher and the named governor to explore the role of Careers Lead as outlined in the statutory guidance and its implications for Trust Schools
- oversee the information about CEAIG for the website
- meet regularly with and oversee the work of Sheringham's Careers Advisor, Vaidehi Ranavaya.
- work closely with the Careers Advisor to implement recommendations as set out in the statutory guidance, published in January 2018; this includes ensuring that Trust Schools are working towards implementing the Gatsby Benchmarks.
- work closely with the Careers Advisor and the Enterprise Co-ordinator in order to ensure that Sheringham is meeting statutory requirements; to engage fully with all opportunities offered by the New Anglia Enterprise Adviser Network and ensure the best outcomes for our students.
- liaise with Heads of Philosophy and Ethics across the Trust and ensure relevant CEAIG is incorporated into SOW's at appropriate times of the year for students in each key stage;
- work closely with the Careers Advisors to analyse data highlighting those students at risk of NEET and support them to take appropriate action with those students
- ensure that all students in Years 8-13 are aware of their entitlement to one to one careers guidance and encourage all of them to take up this entitlement;
- liaise with providers of further education and ensure there are opportunities for students to receive unbiased information about future destinations both in school and in other institutions;
- support the Careers Advisors to organise visits to HE institutions for year 11
- liaise with the Head of Sixth Form to ensure appropriate impartial guidance is available
- liaise with the Head of Sixth Form to ensure that visits to FE or HE institutions are organised
- review and evaluate implementation of the policy and provision and suggest changes at least biannually to the Headteacher
- support advisors to attend CPD training which enhances their roles as the need arises.

## **The Careers Advisor (Vaidehi Ranavaya)**

The Careers Advisor will:

- work together to ensure there is a co-ordinated approach to CEAIG
- advise the Deputy Headteacher Student Support and Guidance on new developments statutory or otherwise;

- work closely with the Enterprise Co-ordinator in order to ensure Sheringham High School is meeting statutory requirements and engage fully with all opportunities offered by the New Anglia Enterprise Adviser Network thus ensuring the best outcomes for our students.
- use the Compass audit tool to evaluate how Sheringham High School manages careers education in line with the Gatsby Benchmarks and make adjustments as appropriate
- attend training relevant to the post and enhance their training as the need arises
- attend Careers and WRL network meetings as directed by the Deputy Headteacher;
- liaise with the Deputy Headteacher and Heads of Subject in order that CEAIG can be incorporated into Schemes of Work and recognised as part of the overall curriculum and learning framework.
- work closely with the Deputy Headteacher Student Support and Guidance and the Local Authority to identify students at risk of becoming NEET and provide appropriate support to these students
- provide destination information to the Local Authority
- analyse destination data to inform future careers provision
- ensure annual destination data is disseminated to SLT and Trustees
- ensure face to face impartial guidance for students in Years 10 - 13 at an appropriate level and provide opportunities for Years 7 - 9 to have 1:1 guidance interviews as the need arises.
- ensure that all students in Key Stage 4 are given individual advice at least twice during the key stage;
- liaise with the SENDco / EHCP co-ordinators to support those students who have EHCP's to make a successful transition into Key Stage 5
- keep written records of meetings with students and advise the Deputy Headteacher of any concerns that may arise;
- support the Deputy Headteacher in the management of Guidance events for students across the Key Stages
- engage with and advise parents/carers as required at Parents' Evenings or on an individual level;
- attend Results' Days and advise as appropriate;
- co-ordinate the registration of students at Key Stage 4 on to the Help You Choose website and oversee students' applications to sixth form, colleges, apprenticeships and training;
- manage students who undertake Work Experience and complete the necessary paperwork;
- collate a file of evidence to showcase careers provision
- evaluate careers provision with key stake holders and update provision as appropriate.

## **Head of Philosophy and Ethics**

The Head of Philosophy and Ethics will:

- liaise with the Deputy Headteacher / Assistant Headteacher / (Student Support and Guidance) and the Schools' Careers Advisors as appropriate to ensure that CEAIG is part of the SOW's and delivered at an appropriate level;
- provide opportunities for students to use a variety of resources such as icanbea, the National Careers Service Website and the Help You Choose website in order that the information acquired is impartial.

Reviewed: September 2022

Next review: September 2023

## Sheringham High School and Sixth Form Careers Education, Information, Advice and Guidance Programme

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Sheringham High School takes every opportunity to enhance students' understanding of career opportunities. Below is the intended Careers Programme which outlines some of the work we undertake throughout the year and how it maps to the Gatsby Benchmarks. It is important to note that this programme is subject to change, particularly during the pandemic.

**Year 7** receive an assembly which focuses on an introduction to the world of work. They are given information about different websites that help them to explore careers via a variety of websites. **Gatsby benchmarks 1 & 3.**

**Year 8** students attend an assembly which outlines the option choices available to them at GCSE. They are encouraged to do some independent research before making their choices so that they have an awareness of which subjects they need to study if they have a particular career pathway in mind. They also have the opportunity to meet with a careers adviser to discuss options and possible career pathways. Students study a unit of work in Philosophy and Ethics / Society and Ethics which allows them to explore in more detail the variety of job opportunities and qualifications needed to move on to the next stage of their education or training. COVID permitting, students participate in a number of activities both inside and out of school which enable them to develop their understanding of the world of work and career opportunities. **Gatsby benchmarks 1, 2, 3, 4, 5, 6, and 8.**

**Year 9** students are encouraged to enhance their understanding of the world of work in an assembly which has post 16 choices as its main focus. During this assembly students are made aware of the variety of opportunities there are locally but also further afield. In Year 9 all students attend a Careers Fair held at the school. We invite prospective employers and post 16 providers to our careers fair. Students are prepared in advance. They are given information about each institution and then make guided choices to spend some time within a small group with each organisation. Students are encouraged to make appointments with the careers adviser to follow up any queries they have as a result of this event. **Gatsby benchmarks 1 to 8.**

**Year 10** students are given an individual career appointment which is organised for them during the spring and summer terms. They are supported to explore their interests and receive a written action plan to take home and discuss with their parents / carers who are also given the option of contacting the careers adviser for more information. In the summer term all students visit a post 16 provider such as Easton / City College and many visit UEA. We also organise an employability day during which students are required to attend an interview with a prospective employer. They are prepared for this event and have to prepare a CV, giving brief information about themselves. **Gatsby benchmarks 1, 2, 3, 4, 5, 7, and 8.**

**Year 11** students are given additional individual careers appointments as required to support them to make their applications to post 16 providers. They are encouraged to attend open evenings at local colleges as well as the School's own post 16 events. The Head of Sixth Form organises an assembly to give them the necessary information about the event and they and their parents are invited to attend. In November, they have the opportunity to attend "taster sessions" of Sixth Form lessons at Sheringham. **Gatsby Benchmarks 1 to 8.**

**Sixth form students** are given a range of careers activities, assemblies, workshops, tutorials, SMSC days, Futures Day and trips throughout their time in the sixth form. All students are regularly mentored through the tutorial programme. All students further have access and opportunity to have a one-to-one, impartial careers meeting with a qualified careers advisor in year 12 and year 13 which is booked and timetabled. All students are provided the opportunity to research and learn about a range of pathways after sixth form such as apprenticeships, higher education, employment or gap year. See below the programme which is subject to change:

Activity	Term	Gatsby Benchmark
All students take part in the tutorial programme throughout sixth form whereby they are mentored by tutors on reflecting on skills, interests, strengths as well as application support and next steps (gap year, apprenticeships, higher education, and employment).	Ongoing	2, 3, 7
Subjects are continually linked to careers, skills and opportunities through careers being embedded in the curriculum.	Ongoing	2, 3, 4
All students have the opportunity to access employer assemblies throughout the year.	Ongoing	2, 5
All students have access and opportunity of a one-to-one, impartial personal guidance meeting with a qualified careers advisor that is timetabled and booked. Students are then offered the opportunity of follow up appointments. Referrals accepted from students and tutors.	Ongoing	2, 3, 7, 8
All students are regularly presented with information, advice and opportunities about work experience, higher education, employment, apprenticeships and the labour market through one-to-one meetings, email, social media and by tutors/staff in the sixth form team.	Ongoing	2, 3, 7
All students are supported to build a CV and are mentored through the tutorial programme and through one-to-one guidance.	Ongoing	2, 3
All year 12 students have induction whereby they receive talks from UEA about making the most of sixth form and opportunities as well an introduction to university. Year 13 students have a make the most of year 13 and revision skills assembly which is further supported through the tutorial programme.	Autumn	2, 7
All year 12 students are introduced to university, UCAS and employment. Year 13 students build on this and work on their university applications which is supported through the tutorial programme.	Autumn	2, 7

<b>Activity</b>	<b>Term</b>	<b>Gatsby Benchmark</b>
All year 12 students are introduced to apprenticeships and employment. Year 13 students build on this and work on their research and applications which is supported through the tutorial programme.	Autumn	2, 7
All students are given the opportunity to visit a university as organised by the school and are supported to other universities on open days.	Autumn and Spring	2, 7
All year 12 students are introduced to personal statements and reflection on skills.	Spring	2, 3, 7
All year 13 students are introduced to planning for life after sixth form including employment, apprenticeships, student finance and planning for next steps – this is further supported through the tutorial programme.	Spring	2, 3
All year 12 students are given the opportunity to visit a HE convention as arranged by the school to learn about the different higher education institutions and opportunities	Summer	2, 3, 7
Year 12 students who are interested in university are supported to register on UCAS and start to think about university choices.	Summer	2, 3, 7
Year 12 students who are interested in employment or apprenticeships are supported to start to browse employment sectors and/or apprenticeship opportunities.	Summer	2, 3
All year 12 students attend Futures Day where they are given workshops from a range of employers and workshops on CV, Apprenticeships, University Personal Statements and Gap Year.	Summer	2, 3, 5, 7
All year 12 students have the opportunity to take part in work experience.	Summer	3, 5, 6
Destinations are tracked for year 13 leavers and ongoing support is provided for those who require it.	Summer and Ongoing	3

Reviewed: September 2022

Date of next review: September 2023