

Bridlington School

Careers Information Advice and Guidance Policy (statutory)



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1. Aims:

Young people are faced with a complex set of demands when preparing for their future careers. Bridlington School aims to ensure that our students are self-confident and are career-ready. This will be achieved through a programme of high quality activities, advice and guidance.

Bridlington School has a statutory duty to provide independent careers guidance from Years 8 to 13 (DfE Statutory Guidance March 2015) and ensure that it is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways, and is considered to promote the best interests of each individual student. Careers Guidance will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.

2. Commitment:

Bridlington School is committed to providing high quality impartial careers guidance for all students in partnership with Humber Education Business Partnership, university outreach projects, East Riding Youth and Family Support and any other appropriate external agency.

Bridlington School endeavours to follow:

- Careers Guidance and Inspiration in Schools (DfE, 2015)
- The Foundation Code (ASCL, AoC, 157 Group, ATL, AELP, SFCA, NFER, March 2015)
- The Statement of Guidance and Inspiration in School departmental advice for governing bodies, school leaders and school staff (DfE, 2015) and other relevant guidance from DfE, QCA and Ofsted as appropriate.

3. Student needs and entitlement:

Students at Bridlington School will benefit from:

- Access to a range of activities that will inspire the students, workshops and visits that include, employer talks; careers fairs; motivational speakers; college and university visits and residential. Plus access to tutors and mentors.
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available.
- Work experience provision where it is appropriate and beneficial.

- Access to advice on options available at Post-16 including apprenticeships; entrepreneurialism and alternative pathways/study programmes available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation.
- Coordinated support from external agencies including the local authority where students are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on financial support available to student's post-16, plus guidance through the application process.
- The opportunity to book careers appointments with a trained specialist based at school.
- Activities that promote awareness of a wide range of career opportunities and progression routes.
- Tailored support for all CLA, statemented and EHCP students through progression and transfer reviews and individual meetings for all students in Year 9 and above.

4. Implementation:

Work experience is planned and implemented by the Head of Sixth Form with support from the Sixth Form mentor team, Humber Education and Business Partnership. All staff contribute to Careers Guidance through their roles as tutors, mentors and subject teachers. Specialist sessions are delivered by the Personal Development team/programme. The Careers programme is strategically led, planned, monitored and evaluated by the Deputy Head for welfare in conjunction with the Assistant Heads of Sixth Form, Key Stage 4 and Key Stage 3. This is done in consultation with the Headteacher to ensure Bridlington School provide specialist and impartial careers IAG. Administrative support is also available to the tutors, mentors and subject teachers.

5. Curriculum:

Careers guidance is part of the school's Personal Development programme. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and individual learning planning/portfolio activities. Visits from outside agencies provide guidance in specialist areas such as Health and Enterprise. Other focused events such as access to Higher Education IAG are provided at appropriate times. Work experience preparation and follow-up take place in PD time and Career Days and other appropriate parts of the curriculum. Student Voice is used in the planning, delivery and evaluation of activities. Post 16 Employability Skills programme runs throughout the year for Sixth Form students. This is for students to strengthen their interpersonal skills,

application preparation, face to face interview skills and evidence their employability skills. This is delivered in the PD programme that runs along-side their level 3 studies.

6. Additional Opportunities:

Students in KS4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Access to university graduate presentations to support and advise students through different career/study pathways.
- Attend an interactive Career Day for year 10 students to raise aspiration. This will provide students with information regarding work and employment opportunities.
- Year 10 College taster days and IAG programme.
- Access to interactive sessions with different career representatives that includes former Bridlington School students. The sessions include formal interview preparation and practice and to gain specific career advice.
- Attend the Sixth Form Cambridge residential to raise aspirations for students who are more able. They attend study skills development and application process support. Plus the opportunity to attend subject specific workshops, campus tours and a programme of activities around Cambridge.
- Attend the Next Step York programme. This includes a week residential at York St John University that includes a 5 day subject specific study programme, study skills programme, enrichment opportunities and a full experience of university life.
- Support for all students and parents on Year 8 and 11 parents evenings and pathways evenings.

7. Partnerships:

Bridlington School works closely with a large number of local employers, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students.

8. Resources:

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers guidance area.

9. Staff Development:

Staff training needs are identified through regular staff appraisals. The school will endeavour to meet training needs within a reasonable period of time.

10. Monitoring, Review and Evaluation:

The Partnership Agreement with YFS is reviewed annually. The school's careers programme is reviewed annually by the Deputy Headteacher, and Assistant Heads of Sixth Form, Key Stage 4 and Key Stage 3. Action research evaluation of different aspects of Careers guidance is undertaken regularly, incorporating Student Voice.

11. Supporting Policies and Related Information

The policy for Careers Guidance supports, and is itself underpinned by, a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity and the Provider Access Policy Statement.