



### Careers Policy

Key Manager:	<b>Vice Principal – Curriculum, Teaching, Learning &amp; Assessment</b>
Ratified by Governors	<b>February 2020</b>
Review Dates:	
Location of Policy:	<b>P:\STAFF\Policy Documents</b> <b><a href="http://www.manorschool.northants.sch.uk">http://www.manorschool.northants.sch.uk</a></b>
Access to Policy:	<b>Open</b>
Policy Context:	<b>This Policy applies to all staff and students of the Academy and to those others offered access to such Academy resources.</b>

### Version Control

<b>Version Number</b>	<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>	<b>Revised by</b>	<b>Approved by</b>
1	November 2019	New policy	All	GMA	

## 1. Aims and Purpose

Manor School Sports College is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career aspirations. Ultimately, we work towards them becoming independent and productive adults who achieve their full potential. We aim to do this through our 'Work.' Programme, which are the three core strands of our curriculum.

The Department for Education's Careers Strategy was published in December 2017. It set out a series of measures to improve careers guidance in England, including new benchmarks for careers education and instigating the requirement to have a named Careers Leader in every school. Our Work and Careers provision is committed to providing a reviewed and evaluated programme of careers education from Years 7 to 13, which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each Student.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.



8. Personal guidance (Gatsby Foundation, 2014).

## **2. Responsibility and Structure**

The careers team includes the following staff:

Vice Principal - Teaching, Learning and Assessment

Careers Lead

Administrator for Careers advise

We adhere to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, October 2018), which stipulates that all schools must allow other educational providers access and that we must publish a provider access policy.

## **3. Monitoring, Recording and Evaluation**

Built into the careers programme are opportunities for students to self-evaluate and reflect on their learning at key points, such as mock interviews. Students develop a profile on within work lessons which their activities and skills development can be recorded and monitored by staff including form tutors and the careers coordinator. All participants in the programme complete surveys following key events including Students, parents and employers. Leavers' destination information is also analysed.

## **4. Provision**

Please see Appendix 1.

## **5. Partnerships**

The Career Education Information and Guidance (CEIAG) programme is greatly enhanced through links which help to ensure that students' learning is current and relevant. We work closely with local employers and employees including previous students, parents and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to students and/or their parents. This involvement enhances the provision of work experience placements, careers talks, workplace visits and mock interviews. In addition, we work closely with universities and the local FE College. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme and there is an active link governor.

## **6. Monitoring, Recording and Evaluation**

Built into the careers programme are opportunities for students to self-evaluate and reflect on their learning at key points, such as mock interviews. Students develop a profile on within work lessons which their activities and skills development can be recorded and monitored by staff including form tutors and the careers coordinator. All participants in the programme complete surveys following key events including Students, parents and employers. Leavers' destination information is also analysed.



## Appendix 1

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including discrete work lessons within the taught Work. World. Wellness programme in Years 7 through to Year 13, which is led through specialist staff that deliver solely Work lessons.

At Key Stage 3, careers support aims to raise student aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Assemblies and a parent and Student information evening on choosing options are also provided. On curriculum days, students have the opportunity to gain face to face experiences with local employers.

At Key Stage 4, Students continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews. This includes a mock interview with an employer; a week's work experience at a self-arranged placement, supported by a parent information evening; assemblies on apprenticeships and A-level options and an A-level options evening for parents and Students. Individual interviews are held with an independent careers practitioner, who also provides guidance on apprenticeships. During enrichment Students experience an Enterprise day that simulates trading and finance.

At Key Stage 5, there is opportunity throughout for students to attend a series of lectures using university lecturers and career workshops dependent on student interests. Some of these lectures, together with form time, are devoted to the topic of UCAS applications and interview skills. There is also a UCAS fayre and a Student Parents' Roadshow held for parents and students. In addition, Year 12 has the opportunity for a week of work experience; Students are involved in voluntary community and charity work. Individual careers interviews are held with an independent, Level 6 qualified careers practitioner.

### **Careers and SEND provision.**

Every student with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Students with SEND have an interview with the internal careers leader before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Students can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a Student's additional need, advice will be sought from the National Careers Service.

The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

Useful links:

1. [www.gatsby.ork.uk](http://www.gatsby.ork.uk)
2. [www.semlep.com](http://www.semlep.com)
3. [www.apprenticeship.gov.uk](http://www.apprenticeship.gov.uk)



## MANOR SCHOOL SPORTS COLLEGE

4. [www.nationalcareersweek.com](http://www.nationalcareersweek.com)
5. [www.careerpilot.ork.uk](http://www.careerpilot.ork.uk)
6. [www.prospects.ac.uk](http://www.prospects.ac.uk)