

Founded 1642



New Hall School

Careers Education, Information, Advice and Guidance Policy

Reviewed by	Senior Leadership & Management Team
Date	13/06/2023
Authorised by	Board of Governors of New Hall
Signed	

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

1. Careers

The School aims to help students develop the ability to make informed decisions concerning their future career options. The main aim of the Careers provision at New Hall is to ensure that all students leave school with a clear idea of the options open to them in the world of work. This involves impartial careers education delivered during and out of lesson time, aptitude testing, guidance in the choice of A Level subjects and university options, one-to-one guidance and first-hand knowledge through work experience placements, shadowing and visiting speakers. Careers guidance is offered by New Hall staff and external providers, with regular opportunities for reflection and feedback provided by a student's tutor.

The Head of Careers & Alumni Association works with students from Years 5-13 to ensure that all students:

- are treated without prejudice and are given high-quality and impartial careers education, information, advice and guidance to equip them to make informed choices about the broad range of options open to them
- are encouraged to reflect upon their strengths, weaknesses and interests and how these relate to the world of work
- learn about different careers and opportunities, have access to individual guidance and are given information about training, education and occupations beyond school
- are helped to gain work experience opportunities

In Years 5 and 6, career choices form part of the PSHEE curriculum. Children focus on goals and aspirations. They discuss their achievements so far and the types of attitudes that help people to be successful. Children identify ways of applying a growth mind-set to new challenges and learn about the importance of resilience. Opportunities are provided for children to share aspirations for their future employment and personal goals, and, through this learning, they consider different jobs and careers. They will identify opportunities that are available to them now and those which may be available to them in the future. Stereotypes in the world of work are addressed, as children are encouraged to consider jobs they would like to do, and the skills needed to succeed in those jobs. Children are given opportunities to reflect on their personal goals and the steps that they can take to achieve these in the future.

The Head of Careers & Alumni Association will work with the Head of the Preparatory Division to implement additional age-appropriate careers guidance. This may include events such as workshops for pupils, presentation days and assemblies.

Drawing on Key Stage 2 foundations, in Key Stage 3, students are encouraged to identify their strengths and record their achievements. They are also encouraged to learn about different jobs and to think about what is important to them in a career. As students progress, CEIAG is designed to give them the confidence to assess their ability and to explore the options available to them. Students are encouraged to review personal achievement in and out of School, plan for future action, and appreciate the need for contingency preparation. The sources of help and guidance available at each transition stage are conveyed to them. CEIAG is designed to help students present themselves in the best light at interview and in written applications, to gain experience of the world

of work, to be able to challenge prejudice concerning occupational choice and to be able to recognise the value of, and promote, equality of opportunity.

CEIAG enables students better to meet the challenges of the world beyond School. The Careers provision delivers a broad-based curriculum in an atmosphere of care, trust and respect, and is conscious that students come from many different backgrounds.

Developments have taken place in CEIAG at New Hall towards the achievement of best practice, as advised by the Department for Education (DfE).

1.1 Principles

CEIAG at New Hall:

- empowers students to plan for and manage their own future
- responds to the needs of the individual student
- provides impartial advice
- actively promotes equality of opportunity and challenges stereotypes
- raises aspiration
- helps young people progress
- provides access to accurate and up-to-date information free from prejudice
- provides an Entitlement Statement endorsed by Governors and the Senior Leadership & Management Team (see Appendix A)
- actively encourages parental involvement
- includes links with Adults Other than Teachers (AOTs) to encourage links with the wider community
- considers the interests of the students to inform future planning and delivery

1.2 Management

The Head of Careers & Alumni Association is supported by the School administrators, the Heads of Division, Heads of Year, class teachers and the tutor teams for each year group.

1.3 Overview

The Careers provision at New Hall should enable students to:

- recognise their own personal attributes, including skills, abilities and personality
- be aware of education, training and career opportunities (including university, apprenticeships and vocational options)
- make informed choices about their own education, training and career path
- manage the transition to new situations

1.4 Objectives of the Careers Provision

To provide the opportunity for students to develop technical skills in:

- self-assessment
- research and analysis
- decision making
- job seeking techniques (including letter writing and completion of a curriculum vitae)
- communication
- independent and cooperative work

To encourage students to develop personal skills:

- qualities and attitudes which enable them to adjust to and cope with change
- a positive approach to acquiring skills, knowledge and understanding
- self-confidence and resilience
- determination to make the most of their talents and opportunities

To provide students with knowledge and understanding of:

- a broad range of career options
- the wide range of opportunities for further education and training
- the type of financial support available, e.g. sponsorships
- the work and services of independent careers support

1.5 Delivery of the Careers Provision

The content and delivery of the Careers provision is the responsibility of the Head of Careers & Alumni Association. The Careers provision is delivered by the tutors, teachers, the Head of Careers & Alumni Association and external partners. Impartial careers advice is offered on a one-to-one basis to all students. Outside speakers are invited on a regular basis to speak to students about specific career options. Care has been taken to ensure that elements of careers education are delivered at appropriate times of year, with follow up opportunities provided throughout the year.

1.6 Careers Convention

The Careers Convention is a biannual event for students in Year 5-13, consisting of talks and workshops delivered by New Hallians and other School contacts. It provides current students with an insight into a variety of careers and impartial information on various career paths.

1.7 Careers Resources

The Careers section of the Library is updated and maintained by the Head of Careers & Alumni Association and the School Librarians. It provides information which covers courses in further education, vocational options, careers and various other post-school options. These are complemented and supplemented by online resources from organisations such as Pathway CTM and Unifrog, with which students are encouraged to engage throughout their time at New Hall, discussing the results of their research with tutors.

1.8 Psychometric Profiling

Students are gently introduced to the idea of psychometric profiling with Unifrog, an easy to use and insightful online assessment tool offering a wealth of impartial career, course and subject information to inspire students and facilitate reflections with tutors. Year 12 students are offered the opportunity to sit a profiling test. This results in a personal profile, highlighting strengths, weaknesses and aptitudes, and forms the basis of an individual discussion for possible career choices and an action plan for further development.

1.9 Work Experience

The School encourages parents to liaise with the Head of Careers & Alumni Association in regard to the organisation of work experience for Year 11 students after GCSE examinations. We recommend that this should cover a minimum period of two weeks. The employer is encouraged to complete a report on the student, which is submitted to the School. During

work experience, it is expected that the student will keep a diary which will be used as part of the follow-up work carried out in Year 12.

1.10 Partnership

New Hall works in partnership with:

- parents
- New Hall Alumni
- employers
- other education and training providers i.e. colleges of higher education and universities

1.11 Training and Development

Training requirements are proposed by the Head of Careers & Alumni Association and other staff through Departmental Development Plans and budget bids to the relevant Vice Principal for consideration.

1.12 Monitoring and Reviewing

The Head of Careers & Alumni Association is responsible for creating the annual Careers Development Plan. There is an annual review of this, and Careers provision may also be reviewed during the annual review of PHSEE, Action Planning and the CEIAG Policy. Tutors and teachers monitor and advise on units of work for their Year Groups.

CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE ENTITLEMENT STATEMENT
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1. We believe that all students are entitled to have access to:
 - comprehensive up-to-date careers information, which includes education, training and employment opportunities
 - advice and guidance which is impartial, respects confidentiality, is easily accessible and supports students in making personal careers decisions
 - a careers education programme built on the basis that students need a variety of skills, knowledge, experience of work and specialist support in order to make informed career choices
2. We recognise that:
 - careers education will provide lifelong advantages for our students
 - parent/Carer support in the decision-making process is invaluable
3. Equality of opportunity is central to our work.

The Governors and the Senior Leadership & Management Team of New Hall School acknowledge the importance of creating an environment in which students can reach their career potential, and therefore give their full support to this statement.