

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

1 Careers

The aim of the Careers provision at New Hall is to ensure that all students leave school with the skills required to develop and maintain a positive career in a rapidly changing labour market. This involves impartial careers education delivered through classroom learning and a programme of extracurricular events and activities helping students to explore the full range of opportunities available to them. All students are offered a one-to-one guidance meeting with a qualified careers advisor, registered with the Career Development Institute. This is supported by 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 education forms part of the PSHEE curriculum and is designed to help children to understand who they could become and develop a healthy sense of self that will enable them to reach their full potential. Stereotypes in the world of work are addressed, helping to broaden aspirations and challenge stereotypical thinking. 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, students take part in a range of activities and are encouraged to recognise their strengths, set goals, and explore the full range of opportunities available to them. The careers programme empowers students to assess their abilities, consider their values and make informed decisions.

CEIAG helps to prepare students for the opportunities, responsibilities and experiences of life beyond education. 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.

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 and guidance
- 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 Objectives of the Careers provision

The objectives of the careers programme are for students to develop the 6 career management skills as recommended by the Career Development Institute, which are the ability to:

- grow throughout life by being able to recognise their own personal attributes, including skills, abilities and personality
- explore possibilities through researching the full range of education, training and career opportunities (including university, apprenticeships and vocational options)
- manage their own career by making informed choices about the education, training and career path that is right for them
- create opportunities by being proactive and building positive relationships with others
- balance life and work by understanding how their career choices can impact their own wellbeing
- see the big picture by paying attention to how the economy, politics and society connect with their own life, career and the labour market

1.4 Delivery of the Careers provision

The content and delivery of the Careers provision is the responsibility of the Head of Careers & Alumni Association and is based on the eight Gatsby Charitable Foundation's Benchmarks as set out in the DfE guidance. The Careers provision is delivered by the tutors, teachers, the Head of Careers & Alumni Association, a Registered Career Development Practitioner 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.

1.5 Careers resources

There is a dedicated Careers Hub that is open to all students at break, lunchtime and after school and this 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.

1.6 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. Students can complete a range of profiling tests throughout their time at New Hall School. 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.

1.7 Work experience

All students in Year 10 and 12 are encouraged to complete work experience during the summer break which should cover a minimum period of one week. Students are given support and guidance in how to find suitable placements by their Form Tutors and the Head of Careers. At the end of the placement, the employer is encouraged to complete a report on the student, which is submitted to the School. During work experience, it is expected that all students keep a diary which will be used as part of the follow up work carried out on their return to School.

1.8 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

1.9 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.

1.10 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. All activities will be evaluated by asking stakeholders to complete feedback forms and students will be asked to regularly reflect upon their learning and record activities on the Unifrog system.

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.