



Finding Pathways to Learning & Living

Derrymount School

Careers Education, Information, Advice and Guidance (CEIAG) Policy

1. Introduction

A careers education, information, advice and guidance programme can make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of life. Derrymount's planned progressive careers programme of learning intentions supports pupils from years 8 – 13, and is designed to help them develop an awareness of employability skills and an understanding of opportunities in the working world that suit their interests and abilities, and to follow a sustainable career path towards such opportunities.

The Derrymount Careers programme will also ensure age and stage-appropriate opportunities for Careers teaching and learning is embedded into the curriculum at our lower school site (Years 3 – 7) in a way that feeds into the years 8 -13 programme.

Derrymount's careers programme also supports the school's aim of "Finding pathways to learning and living" in an ever expanding multicultural world, underpinned by a belief that Determination and Motivation are the keys to Success.

Derrymount School and Sixth Form endeavours to follow the National Careers Strategy: making the most of everyone's skills and talent for 11 – 19 in England (DfES, 2017) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

2. Aims

Derrymount School (lower and upper school sites) and Sixth Form's CEIAG policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme
- To expose students to relevant labour market information (LMI)
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education



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3. Outcomes

As a result of the above aims the proposed outcomes Derrymount's CEIAG policy are:

- To contribute to strategies for raising achievement
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education, technical qualifications, apprenticeships and supported internships
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving Derrymount as NEET (not in education, employment or training)
- To involve all school stakeholders in the careers education of students, including parents and carers

4. Provision at different Key Stages

CEIAG is an important component of the Junior- 19 Curriculum at Derrymount Lower School and the Upper School and Sixth Form provision. We are determined to fully support and resource a Careers Programme in Years 5 – 11.

The Careers Programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning and individual learning activities. Careers learning will be embedded into the broader school curriculum through the Schemes of Work for those subjects.

Key Stage 2

- Careers Education – embedded into subject Schemes of Work – Years 3, 4, 5, 6 and 7
- Careers learning via Primary 'Strands' – Years 3, 4 and 5
- Visits as part of efforts to address Cultural Capital
- Promotion of Derrymount Churchmoor Jobs Fair
- Half-termly Careers-focused assembly led by Careers Leader
- Invitation to the "Futures Programme" of guest speakers from further and higher education, apprenticeship providers and local employers.
- Parents' Evenings – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students
- Timetabled input from Careers Leader for staff / students

Key Stage 3

Year 7



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- Careers Education – embedded into subject Schemes of Work – Years 3, 4, 5, 6 and 7
- Careers learning via Primary ‘Strands’ – Years 3, 4 and 5
- Visits as part of efforts to address Cultural Capital
- Promotion of Derrymount Churchmoor Jobs Fair
- Half-termly Careers-focused assembly led by Careers Leader
- Invitation to the “Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employers.
- Parents’ Evenings – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students
- Timetabled input from Careers Leader for staff / students

Year 8

- Careers Education – embedded into subject Schemes of Work
- One to one guidance (on request) – Laura Jubb (Skills Coach DWP)
- Promotion of “DMS Careers / Industry Fair ”
- Half-termly Careers-focused assembly led by Careers Leader
- Invitation to participate in the “DMS Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employers
- Timetabled input from Careers Leader for staff / students
- Parents’ Evenings – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students

Year 9

- Careers Education – embedded into subject Schemes of Work
- World of Work – EVOLVE
- One to one guidance (on request) – Laura Jubb (Skills Coach DWP)
- Promotion of “DMS Careers / Industry Fair ”
- Half-termly Careers-focused assembly led by Careers Leader
- Invitation to participate in the “DMS Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employer
- Parents’ Evenings – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students
- Timetabled input from Careers Leader for staff / students
- Work Experience – Careers Leader to meet with students to identify interests and discuss possibilities



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Key Stage 4

Year 10

- Careers Education – embedded into subject Schemes of Work
- Skills for Work – EVOLVE
- Work Experience – preparation towards, and then compete, work-place experience
- One to one guidance (on request) – Laura Jubb (Skills Coach DWP)
- Promotion of “DMS Careers / Industry Fair ”
- Half-termly Careers-focused assembly led by Careers Leader
- Invitation to participate in the “DMS Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employer
- Visits to local colleges and other ‘pathways’
- Timetabled input from Careers Leader for staff / students
- Parents’ Evenings – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students
- Independent Careers Advice – 1:1 meeting with a qualified Advisor

Year 11

- Careers Education - Embedded
- Interview Skills – EVOLVE
- Interview Practice - EVOLVE
- One to one guidance on request – Laura Jubb (Skills Coach DWP)
- Options Evening – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students
- Visits to local colleges and other ‘pathways’
- Regular Invitations to participate in the “Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employers.
- One to one guidance (on request) – Laura Jubb (Skills Coach DWP)
- Skills workshops: CV, personal statements, applications, letters (Careers Leader, Laura Jubb, CEC Regional Advisor, Local Enterprise Advisor)
- Promotion of “DMS Careers / Industry Fair ”
- Invitation to participate in the “DMS Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employer
- Timetabled input from Careers Leader for staff / students
- Independent Careers Advice – 1:1 meeting with a qualified Advisor



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Key Stage 5 – Post 16

Years 12 +13

- Careers Education – Embedded
- Interview Skills – EVOLVE
- Interview Practice – EVOLVE
- One to one guidance on request – Laura Jubb (Skills Coach DWP)
- Options Evening – Careers Leader and Laura Jubb (Job Coach from DWP) available to speak with parents / carers and students
- Visits to local colleges and other ‘pathways’
- Work Experience (additional or first experience if ready)
- Regular Invitations to participate in the “Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employers
- One to one guidance (on request) – Laura Jubb (Skills Coach DWP)
- Promotion of “DMS Careers / Industry Fair ”
- Invitation to participate in the “DMS Futures Programme” of guest speakers from further and higher education, apprenticeship providers and local employer
- Timetabled input from Careers Leader for staff / students
- Independent Careers Advice – 1:1 meeting with a qualified Advisor
- Skills workshops: CV, personal statements, applications, letters (Careers Leader, Laura Jubb, CEC Regional Advisor, Local Enterprise Advisor)

Management

A named member of staff (The Careers Leader) co-ordinates the Careers Programme and is responsible to his / her senior management line manager. Currently Work Experience is **not** the responsibility of the Careers Leader, but may well be in the future.

Staffing

All staff members contribute to the delivery of our CEIAG commitments through their roles as tutors and subject teachers, embedding Careers into their Schemes of Work.

Careers, as something that is embedded in the curriculum, and something that is delivered to a high standard, will be monitored and evaluated by the Careers Leader, and over-seen by the Head Teacher.

The Careers Leader will liaise and consult with local contacts (SEN Careers Leaders, EA and CEC Regional Advisor) to ensure DMS are aspiring to best practice and using up-to-date approaches and current LMI.



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The Careers Leader is responsible for maintaining all Careers resources, support and provision.

Development

The policy was developed by the Careers Leader and the Head Teacher, and is based on current good practice guidelines by DfES/ Ofsted and statutory guidance. It will be ratified by the Governing Body and published on the school website. It will be reviewed annually (as a minimum) by the Careers Leader and Head Teacher.

Links with other Policies

It supports, and is underpinned by, key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHCE, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Preparing for Adulthood.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the Programme. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Implementation of Careers Guidance

Delivery of CEIAG will be guided by this policy, the DMS Careers Strategy and Development plan, as well as the Careers Programme and relevant Schemes of Work.

Parents and carers

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Resources

Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources.



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Monitoring Review and Evaluation

Careers Education, included delivery of the Careers Programme, will be monitored and evaluated annually (as a minimum) through discussion with key staff and students and appropriate observation of activities by the Careers Leader as part of his/her Subject Leader role.

When reviewing the programme, the School Improvement Plan (SIP) will be used to ensure that Careers is fully supporting whole school aims.