

# RAMILLIES HALL SCHOOL AND NURSERY



## CAREERS GUIDANCE POLICY

### Introduction

In drawing up our Careers Guidance Policy, we have referred to 'Careers guidance and access for education and training providers, DfE Statutory guidance for governing bodies, school leaders and staff', January 2018.

We recognise the importance of developing the careers skills of our young people through our provision of good careers guidance. We believe that young people need career skills to manage their own careers and to contribute to the well-being of themselves, their families, the communities and the wider society of which they are a part and the environment and the economy. The school's careers provision, therefore, needs to help students to develop their self-efficacy, raise their aspirations, carry out career exploration, become more adaptable and resilient, make decisions and transitions, be more enterprising and be able to present themselves well in applications and interviews.

All young people, regardless of their race, sex or academic abilities need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

### The aim of this Policy

- To establish a careers programme that will help our pupils choose the career that is right for them.
- To ensure all our pupils get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience at regular intervals throughout KS3 and KS4.
- To raise aspirations, improving motivation and overcoming barriers to success.
- To prepare our pupils for the next stage of their education or training and beyond.
- To set expectations high so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning and that employers value.
- To help every young person to realise their potential and enhance their employability.
- To adopt the Gatsby Charitable Foundation's Benchmarks to develop and improve our careers provision.
- To offer independent careers guidance.
- To provide opportunities to a range of providers of technical education and apprenticeships to access pupils to inform them about technical education qualifications or apprenticeships.

### Careers Provision

The school will use the Gatsby Benchmarks to develop and improve our careers provision.

The school will ensure that:

1. A stable, structured careers programme is available and that it is known and understood by students, parents, teachers, governors and employers.
2. All pupils and their parents have access to good quality information about future study options and labour market opportunities from an independent careers adviser.
3. Opportunities for careers advice and support will be tailored to the needs of our pupils.
4. All pupils have the opportunity to learn how the different STEM subjects (Science, Technology, Engineering and Maths) help them gain entry to a wide range of careers. We will link our careers guidance to subjects

across the curriculum, including personal, social, health and economic (PSHE) education and our Community Curriculum.

5. All pupils, from Year 7 to Year 11, have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This will be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes, including annual careers events, employer-delivered employability workshops, and business games and enterprise competitions.
6. All pupils have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. By the end of Year 11, every pupil will have had experience of a workplace, additional to any part-time jobs they may have.
7. All pupils understand the full range of learning opportunities that are available to them, including both academic and vocational routes and learning in schools, colleges, universities and in the workplace. By the end of Year 11, every pupil will have had the opportunity to experience a range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers.
8. All pupils have personal guidance interviews with a career adviser.

### **Employability Skills**

We recognise the importance of employability skills - the 'transferable skills' needed by an individual to make them 'employable'. The skills that employers want and seek in potential employees are:

1. Communication and interpersonal skills
2. Problem solving skills
3. Using initiative and being self-motivated
4. Organisational skills
5. Working under pressure and to deadlines
6. Team working
7. Ability to learn and adapt
8. Numeracy
9. Valuing diversity and difference
10. Negotiation Skills

### **Monitoring of Careers Guidance Provision**

We use a range of processes to monitor our careers guidance including:

- Careers activity observations (for example lessons, individual careers interviews, career guidance activities/events, work experience)
- Scrutiny of sample careers interview action plans
- Feedback discussions with focus groups of students, parents/carers, staff, employer representatives
- Use of student/parent surveys
- Termly audit of Careers Guidance.
- Regular liaison between the Headteacher and the Careers Leader to monitor progress of the development and roll out of the Careers programme.
- Designation of a member for the School's Board of Governors to scrutinise the roll out of the school wide programme.

### **Evaluating the effectiveness of our Careers Guidance**

The effectiveness of guidance activities is evaluated through:

- attainment and achievement key indicators
- Data of our destinations of students over three years post Ramillies.

- Students being guided on to the correct options pathway in KS4
- Student/parent questionnaires.

**Statutory Responsibilities of the Governing Body**

The statutory duty requires the governing body to ensure that all registered students at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 11 (15-16 year olds).

The governing body will ensure that the independent careers guidance provided:

- is presented in an impartial manner.
- includes information on the range of education or training options, including apprenticeships and other vocational pathways.
- will consider and promote the best interests of the students to whom it is given.

**Review**

This policy will be reviewed annually

Written (DMP)	January 2018
Approved by Board of Governors	
To be Reviewed	January 2019