



# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

## Careers Policy

### The Mission Statement:

**'St. John Fisher Catholic Comprehensive School inspires students, spiritually and educationally, forming them through Faith so they can achieve their aspirations and contribute to their community.'**

Date of Policy: September 2023

Date of Ratification: September 2023

Date of Review: September 2025

**Owner: Mr F. ONIASANMI**

# Careers Policy

## Introduction

This policy statement sets out the school's Careers Education, Information, Advice and Guidance [CEIAG] policy and has been developed in order to ensure an outstanding provision as outlined in the Education Act 2011, the Gatsby benchmarks and the Government's 'Statutory Guidance 2018'. Through a planned programme of careers activities from Year 7 through to Year 13, students leave equipped with the skills, attitudes, knowledge and understanding to manage their lifelong career and learning so that they are as prepared as possible for their adult life.

## Pupil entitlement

All pupils in years 7-13 are entitled to CEIAG which meets professional standards. In all years CEIAG should provide students with a focus to encourage them to gain outstanding academic results and to enable them to succeed in their chosen career path.

## Aims and Objectives

### To develop in students:

- The ability to reach their potential and succeed in their futures regardless of any perceived social barriers.
- A preparedness to tackle the challenges of adult life and develop the relevant skills to do so.
- An awareness of the broad range of higher educational, vocational, apprenticeship and training opportunities.
- An understanding of the local, national, and global labour markets and how this might affect future employment.
- The ability to manage transition and change within and between education, training, and occupations. To this end students should appreciate and understand the differences between school and work and the potential challenges of starting work or university.
- The ability to challenge prevalent attitudes that encourage stereotyping and prevent the promotion of equal opportunities.
- Positive attitudes and values and thereby enhance their personal and social development.
- The need for a critical evaluation of one's aims in life through reflection upon goals and progress made.

## Management, Staffing, and Resources

The 2018 Statutory Guidance requires all schools to have a Careers Leader who has overall strategic responsibility for CEIAG. At SJF this role is fulfilled by the Careers Lead who is responsible for Careers, Work Experience and Work-Related Learning, in cooperation with the Assistant Head teacher and the Governor with responsibility for Careers. Funding for the CEIAG programme is allocated in the annual whole school budget planning process and the effective deployment of these resources is the responsibility of the Careers Leader. The delivery of the careers programme is the responsibility of all staff as directed by the Careers Leader and senior staff with responsibility for careers.

## **The Careers Programme**

### **All Years:**

- Regular assemblies delivered by curriculum areas and outside specialists. These are designed to help students to start thinking about their future; including what qualifications are needed for which careers and how their education impacts upon their future.
- Optional after school careers drop-in sessions with the onsite Careers Advisor
- Careers lessons embedded throughout the school's active tutorial programme.
- Tailored workshops with universities each year.

### **Year 7:**

- Planned workshops with universities and other non-governmental agencies which are aimed at helping students to understand that university is for all. These inspirational workshops are designed to raise aspirations and set goals for students early in KS3.

### **Year 8:**

- During year 8 option evening and on the run up to options choices students are offered advice by each curriculum area in choosing their subjects to ensure that they complement any career they might choose to follow in the future.
- Students receive a one to one discussion regarding their options choices and future pathways.

### **Year 9:**

- Visit to and by universities.
- Assemblies by apprenticeship providers.
- Back to business event: students engage with employers and develop career based skills. A host of local businesses, employers and apprenticeship providers work with SJF on this inspirational drop-down day. Students develop and learn about a range of skills required in the adult world from CV writing to personal finance.

### **Year 10:**

- Careers advice and guidance workshops with Department for Works and Pensions.
- Visits to and by universities and apprenticeship providers.
- Work experience to ensure that students demonstrate the skills they have learnt and have the experience of what it is like to work.

### **Year 11:**

- All students are supported with 6<sup>th</sup> form and apprenticeship applications and UCAS application.
- All students receive end of key stage careers meeting with the Careers Advisor.

**Sixth Form:**

- Work experience is compulsory for all students in year 12. The programme is arranged in partnership with local employers and involves placements in a variety of workplaces throughout Medway and the surrounding areas.
- Students are supported in applying for apprenticeships and university as well as visiting local colleges, universities, workplaces and careers events.
- Department of Works and Pensions deliver sessions on sourcing and taking part in work experience.
- Department of Works and Pensions deliver workshops on further education and apprenticeships.
- Students regularly attend careers events and higher education events.
- Local employers, such as, Kent police speak with students about recruitment opportunities post sixth form.
- All year 13 students receive end of key stage careers meeting with the Careers Advisor.

**Monitoring, Review and Evaluation**

All aspects of the careers provision are reviewed at least annually. In particular:

- The Careers leader meets fortnightly with an assistant headteacher to discuss progress in the careers programme.
- An annual review of the careers programme is undertaken, using Compass +, by the Careers Leader.
- Compass+ review is discussed with an assistant headteacher and targets for the coming year are set. This is done using the Gatsby benchmarks and 2018 Statutory Guidance to ensure the school is meeting its statutory obligations and developing an outstanding provision.

## **Approval and review**

Approved: \_\_\_\_\_ by Governors

Next review: September 2025

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Head teacher