

**Simon Langton Grammar School for Boys Policy for Careers
Education, Information, Advice and Guidance (CEIAG)**



Date Reviewed:	September 2022
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1. Introduction

This document sets out the school's Careers programme information. It is incumbent on all schools to provide impartial and independent careers information and guidance to students in Years 7-13. CEIAG programmes make a significant contribution in preparing young people for the opportunities, responsibilities and experiences of life. In particular, they assist young people to make rational decisions on their futures, as well as enabling them to make the transition from learners to employees.

2. Commitment

The school is committed to providing a planned programme of careers education and to students in Years 7-13. The school is guided by the principles of impartial careers education and associated statutory guidance. The school will also be guided by relevant initiatives and advice from the Department for Education, the latest being the Careers guidance and access for education and training providers, published in September 2022.

3. Policy Development

The policy supports and is underpinned by the school's annual development plan and a range of key policies relating to T&L, citizenship, PSHE, form time activities as well as being integrated into the Langton Curriculum through taught subjects and departments.

4. Objectives

The Careers programme is designed to meet the specific needs of the students. It is differentiated and personalised to ensure progression through a range of activities that are appropriate to students' career learning, planning and development.

The student programme is student centred, impartial and confidential. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

5. Implementation

5.1 Management

The Head of Careers coordinates the Careers programme, with assistance from the Senior Management Team, Heads of Years, Subject Leaders and Form Tutors on all university and non-university related information.

5.2 Staffing

All staff contribute to CEIAG indirectly through their roles as form tutors and subject teachers. Specialist sessions are provided by external providers as well as staff working within PHSE lessons.

5.3 Curriculum

The curriculum includes: Careers education activities (careers lessons in Years 10 PSHE lessons, visiting speaker assemblies, use of the Unifrog platform directed by tutors in form periods and careers education embedded in subjects). Information and research activities, including group work and one to one interviews for Year 13 students. Events and enrichment activities (presentations by external speakers on a variety of professional opportunities), and access to a wealth of university and employment information on the school's careers website, Unifrog and links to other external agencies.

5.4 Professional Development

All staff may of course contribute to CEIAG through their roles as tutors and subject teachers.

5.5 Partnerships

Key public agencies, employers, universities and Unifrog all have a specific role to play in the promotion and provision of CEIAG in Simon Langton Boys Grammar School.

5.6 Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and needs in the CEIAG curriculum. The Head of Careers is responsible for the effective deployment of resources.

5.7 Monitoring, review and evaluation

The Head of Careers is responsible for coordinating the CEIAG programme. Darren Watson provides senior management support to the Head of Careers. The school's careers programme is measured and assessed through the use of Compass careers benchmark tool which helps evaluate the careers activity against the eight benchmarks of best practice – known as the Gatsby Benchmarks. The careers programme is monitored regularly and staff

and student, parent/carers and employers' feedback is actively sought through PSHE and form time activities. Any areas identified as requiring improvement are actioned for the following academic year.

CEIAG Programme Objectives and Outcomes

1. Aims and Objectives

- to enable all students to develop the knowledge and skills they need to take ownership of their personal and career development
- to be an integral part of their academic curriculum
- to raise aspirations, improve motivation, develop employability skills and illustrate the relevance of subjects to their future careers
- to challenge stereotypical thinking and attitudes
- to help students overcome any overt and hidden barriers to progress they may encounter
- to enable students to understand that all career decisions involve making choices about learning and lifestyles
- to ensure that students receive appropriate information and guidance, especially at key decision and transition points

2. KS3

By the end of this stage, all students will have:

- an improved understanding of themselves (personal characteristics, abilities, interests, potential, and areas for improvement)
- received appropriate advice and guidance on post 14 choices

3. KS4

By the end of this key stage, all students will have:

- enhanced their self-knowledge, career management and other employability skills
- accessed advice, guidance and support to help them identify their choices
- chosen and applied for an appropriate opportunity at school, college or an apprenticeship for their post 16 education.

4. KS5

By the end of this stage, all students will have:

- extended their self- knowledge, careers exploration, career management and other employability skills
- developed their career capital (e.g. through sub curricular activities, internships, voluntary work etc.)
- researched, evaluated, obtained guidance on, chosen and applied for an appropriate opportunity and, if necessary, financial support for their post 18 choice.
- develop a contingency plan for the unexpected
- access to Careers advice offered to all students

A Summary of the Careers Programme

	Autumn Term	Spring Term	Summer Term
Year 7		<p>Introduction to 'Unifrog' website as a tool to help develop a career plan.</p> <p>Fortnightly Unifrog Careers activities covering: Exploring how personalities and interests link to careers.</p>	<p>Fortnightly Unifrog Careers activities covering: Exploring what careers are available and the skills routes you can take to get to them.</p> <p>Careers day during Activities Week</p>
Year 8	<p>Fortnightly Unifrog Careers activities covering: Exploring careers; Identifying and developing skills; Roles in the armed forces and Writing a CV.</p>	<p>Fortnightly Unifrog Careers activities covering: How students' interests can link to careers, Careers related terminology, Exploring how school subjects link to careers, Exploring stereotypes and Recording activities.</p>	<p>Fortnightly Unifrog Careers activities covering: Environmental Careers, Revision techniques and GCSE choices.</p>
Year 9	<p>Fortnightly Unifrog Careers activities covering: How personality traits can link to careers; Leadership skills; Identifying Interests and Exploring careers and careers terminology.</p>	<p>Fortnightly Unifrog Careers activities covering: Innovative and creative thinking; Exploring how school subjects link to careers; Target setting and Revision skills.</p> <p>Options assemblies and form time activities leading up to 'Options Evening'.</p> <p>KS4 options event.</p>	<p>Fortnightly Unifrog Careers activities covering: Talking about activities; Computing careers; Problem Solving and What makes people successful.</p>

	Autumn Term	Spring Term	Summer Term
Year 10	<p>Fortnightly Unifrog Careers activities covering: Goal Setting; How personality traits can link to careers; Becoming an expert in a topic; Exploring how school and an Enterprise Challenge.</p> <p>Access to Careers Advisor in school for IAG</p>	<p>Fortnightly Unifrog Careers activities covering: Volunteering; Environmental Jobs and Writing skills.</p> <p>Lessons in PSHE reflecting on life skills and researching careers</p> <p>Access to Careers Advisor in school for IAG</p>	<p>Fortnightly Unifrog Careers activities covering: Revision techniques; Writing CVs and Covering Letters.</p> <p>Careers Day</p> <p>Access to Careers Advisor in school for IAG</p> <p>Work Experience during Activities Week</p>
Year 11	<p>Fortnightly Unifrog Careers activities covering: How students' interests link to careers; Exploring careers; Tracking competencies; Post 16 routes; A-Level choices and MOOCs.</p> <p>Kent Choices– assembly on how to apply for post 16 courses</p> <p>Post 16 evening</p> <p>Access to Careers Advisor in school for IAG.</p> <p>Support from Careers Advisor with Kent Choices applications</p>	<p>Fortnightly Unifrog Careers activities covering: Volunteering; Apprenticeships and Universities.</p> <p>Access to Careers Advisor in school for IAG</p>	<p>Fortnightly Unifrog Careers activities covering: Revision techniques and Coping with change.</p> <p>Post 16 taster sessions in Induction week</p> <p>Head of Year and Head of Careers and team provide extra support to students considering moving from the school or at risk of not achieving published entry requirements.</p> <p>Access to Careers Advisor in school for IAG.</p> <p>Support from Careers Advisor with Kent Choices applications</p>
Year 12	<p>Access to Careers Advisor in school for IAG</p>	<p>Fortnightly Unifrog Careers activities covering: How students' interests link to careers; Exploring careers; Tracking competencies; Post 18 routes; Apprenticeships, Jobs and University.</p>	<p>Small group sessions: UCAS, future education, training and employment options covered in tutor sessions.</p> <p>Introduction to 'Unifrog' website as a tool to help develop a career plan for new students.</p>

	Autumn Term	Spring Term	Summer Term
		Access to Careers Advisor in school for IAG	Work Internships Student Finance assembly. Access to Careers Advisor in school for IAG
Year 13	UCAS, Apprenticeships, Jobs and other options following the 6 th form. Access to Careers Advisor in school for IAG	UCAS, Apprenticeships, Jobs and other options following the 6 th form. Access to Careers Advisor in school for IAG	UCAS, Apprenticeships, Jobs and other options following the 6 th form. Access to Careers Advisor in school for IAG

Author	Head of Careers
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