

Document	Careers Policy
Document / policy / report / number	E3.2
School Lead (no name)	Assistant Headteacher (DBi)
Approval level	Governing Body
Approval cycle	Annual
Purpose of document	<ol style="list-style-type: none"> 1. To meet statutory requirements from the Department for Education 2. To inform stakeholders of the content of our careers programme, its rationale and purpose, staff responsibilities and how the programme links to statutory requirements and contributes to opportunities designed to increase positive outcomes for pupils.
Links to school objectives	3. Curriculum - The curriculum intent supports the learning of all pupils and is implemented across all subjects and key stages.
Target audience	Pupils / Staff / Parents and Carers.
To read in conjunction with	E3.1 - Provider Access Policy
Supporting references	

Consultation		
	Committee / Person / Group	Date
Consultation	SLG / Welfare Committee	February 2021
Approval person / committee	Standards and Effectiveness Committee on behalf of the Full Governing Body	February 2021
Governors are asked to	Note review by SLG	
Next review date	February 2022	

Version control					
Version	Date	Reviewed by	Comment	Shared with	Date Shared
1	9/02/2021	SLG	Reviewed no changes.	Website updated 25/02/2021	No need to share as no changes.

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1	Gatsby Benchmarks
1.1	<p>The Alder Grange School Careers Programme is compliant with the Gatsby Benchmarks which include giving pupils access to :-</p> <ul style="list-style-type: none"> ● A stable careers programme; ● Learning from career and labour market information; ● Support for individual needs; ● Careers links to curriculum learning; ● Encounters with employers and employees; ● Experiences of workplaces; ● Encounters with further and higher education; ● Personal guidance.
1.2	<p>For further information on our Careers Programme please click link:</p> <p><u>Careers Programme Overview</u></p>

2	Rationale
2.1	<p>Alder Grange School has a statutory duty to secure independent careers guidance for all year 8 to 11 students (The Education Act 2011 / Careers guidance and access for education and training providers Jan 2018). Our aim at Alder Grange is for all students to achieve their personal best. In careers education, this translates as every student making the right choices for progression. We will support students in making well-informed decisions by providing access to impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships) that are most likely to help them to achieve their ambitions.</p>
2.2	<p>Careers education does not just mean informing students about their options post-16 or post-18, but also how their school career will affect their futures. It is our statutory duty to ensure that all students receive independent, impartial advice and guidance regarding all options within school, how these choices will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.</p>
2.3	<p>There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.</p>
2.4	<p>Students need help to make choices and manage transitions; to do this effectively they need good quality careers education, information, advice and guidance. Our school Careers Plan sets out how the Alder Grange provides a fit for purpose careers programme which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.</p>

3	Purposes
3.1	<p>Our Careers Education, Information, Advice and Guidance (CEIAG) will:</p> <ul style="list-style-type: none"> ● provide good quality independent and impartial careers advice to students which inspires them and motivates them to fulfil their potential ● provide advice and guidance which is in the best interests of the student ● contribute to raising achievement; encouraging students to develop high aspirations and consider a broad and ambitious range of careers

- provide opportunities to work in partnership with employers, training providers, local colleges and others to provide opportunities to inspire students through real-life contact with the world of work
- develop enterprise and employability skills including skills for self-employment
- support inclusion, challenge stereotyping and promote equality of opportunity
- encourage students to see career development as a life-long process
- support students at key transition points

3.2 CEIAG at CVEA has four elements:

- 1) **Careers Education:** Planned programmes in the curriculum giving students knowledge and skills to help them to plan / manage their own career.
- 2) **Career Information:** Including options, skills, occupations, labour market information (LMI), pathways and progression routes.
- 3) **Careers Advice and Guidance:** Independent and impartial careers advice and guidance provided by a L6 qualified careers advisor (Connexions/National Careers Service).
- 4) **Work Related Learning:** Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.

4 Roles and Responsibilities

4.1 **David Birtles** (Assistant Head / Careers Lead)

- Strategic leadership of CEIAG across the school
- Prepare and implement CEIAG development plan
- Provision of a planned CEIAG programme / development of annual careers plan
- Monitor CEIAG provision and take up of careers guidance

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4.2 **Russell Milnes** (Assistant Head / Enterprise Lead)

- Strategic planning support for development of enterprise skills across the school
- Facilitate encounters with employers, education and training providers
- Extra-curricular and enrichment analysis

4.3 **Gemma Sharp** (Lead teacher for Aspirations and CEIAG)

- Co-ordinate careers education at KS3-5
- Co-ordinate, monitor and evaluate the utilisation of Unifrog throughout school

4.4 **Sara Ashworth** (Careers Advisor)

- Careers guidance interviews for targeted students

5	Lancashire Enterprise Adviser Network
5.1	The Enterprise Adviser Network is a national network funded by the Careers & Enterprise Company. The Network connects schools, academies and colleges with employers and careers programme providers to work together to create meaningful encounters with the world of work for young people.
5.2	In Lancashire the Enterprise Adviser Network is delivered by Inspira on behalf of the Lancashire Enterprise Partnership.
5.3	Our focus is to address this gap by bringing together employers, schools and colleges, and careers programme providers to: <ul style="list-style-type: none"> ● give young people multiple opportunities to get to know the world of work, understand what work is, explore their options and build real confidence about their future ● bring the right people together to create strong connections between employers and careers programme providers and schools and colleges in ways that put young people's futures first.

6	Additional Staff Responsibilities
6.1	<p>SENCo</p> <ul style="list-style-type: none"> ● Provide support to SEN students to help them generate their individual careers action plans ● Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans ● Ensure the careers leader understands the School's statutory responsibility to students with SEN <p>Generate individual career action plans as part of the Education Health and Care plan</p>
6.2	<p>All teaching staff</p> <ul style="list-style-type: none"> ● Link curriculum areas to careers ● Support the development of employability skills ● Promote progression routes within their curriculum area ● Develop external links to support CEIAG within curriculum areas ● Feedback specific student needs (or opportunities) to the CEIAG team ● Signpost students to appropriate CEIAG advice and information ● Engage with the school's careers CPD
6.3	<p>Pastoral Team</p> <ul style="list-style-type: none"> ● Ensure they are familiar with the school's career plan and its objectives ● Working with the CEIAG team to provide additional support for pupils at risk of becoming NEET ● Encouraging students to think positively about their career prospects and what they could be doing to enhance their life chances ● Feedback specific student needs (or opportunities) to the CEIAG team ● Tutors deliver tutorial careers programme ● Support students with careers action plans (year 11 tutors) ● Support students with University applications (ag6 tutors) ● Engage with the school's careers CPD