

Careers Education and Guidance Policy

Policy for both the Junior School and Senior School

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Name and appointment of owner / author	Stuart Bachelor (temporarily while Head of Careers in Sixth Form responsibility allowance is vacant) (assisted by Upper School Careers Co-ordinator and Assistant Head of Junior School)
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Where available	Freemen's Staff SharePoint site, Governor portal, ISI portal

Careers Education and Guidance (CEG) Policy

1. All schools have a statutory duty to provide careers education in Years 7-11 (Education Act 2011) and to give students access to careers information and guidance from both internal and external sources.
2. This Policy should be read in conjunction with the School's PSHE Schemes of Work.

Aims and objectives

3. This policy provides us with a framework for meeting statutory requirements and achieving our school aims of –
 - nurturing a community of learners – adults and children – who are ambitious about achieving their potential in and out of the classroom;
 - providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;
 - establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;
 - encouraging responsibility and capability; honesty and reliability; pride and passion;
 - promoting determination and innovation; flexibility and adaptability; kindness and consideration;
 - fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.
4. In line with ISI regulatory requirements, we provide pupils with impartial, individual advice on GCSE and post-16 courses, to enable pupils to make informed decisions about a broad range of career options, as well as encouraging them to fulfil their potential. This policy is also mindful of the statutory guidance for maintained schools *Careers Guidance and Access for Education and Training Providers* (January 2018).
5. Through our career education programme we will work to prevent all types of stereotyping.

6. We note that in the statutory guidance 2018, the Gatsby Charitable Foundation Benchmarks are promoted as a standard of excellence. We use these Benchmarks to plan a high-quality careers programme which will meet the needs of all our pupils. The Benchmarks are as follows:
 1. A stable careers programme
 2. Learning from career and labour market information
 3. Addressing the needs of each student
 4. Linking curriculum learning to careers
 5. Encounters with employers and employees
 6. Experiences of workplaces
 7. Encounters with further and higher education
 8. Personal guidance

1. The ambition of the School's CEG policy is to help pupils to work through and develop strategies that will assist them both whilst they are at school and in the future. The strategies will be built around the following themes –
 - a. **Self awareness:** helping pupils to become aware of their skills/abilities, knowledge, strengths, weaknesses, interests, personality, values and what they want out of life

 - b. **Opportunity awareness:** helping pupils to become aware of the possibilities that may be open to them, including career, educational and gap opportunities, whatever their gender or background

 - c. **Decision making:** helping pupils to make choices between the opportunities open to them, with impartial and individual guidance available at key points.

 - d. **Transition making:** helping pupils to move from one life-stage or opportunity to another by making informed choices.

2. We seek to involve the whole school community of staff, parents and alumni as well as collaborators or contacts in universities and key professions.

The implementation of the policy

3. The overall responsibility for the management of CEG lies with the Head of Careers in the Sixth Form, the Upper School Careers Coordinator and the Assistant Head of the Junior School who are responsible to the Heads of Section.

4. Many staff contribute to CEG in their roles as Form Tutors, Heads of Department and Subject Teachers. It is the job of the Head of Careers in the Sixth Form and the Upper School Careers Coordinator and the Assistant Head of the Junior School to lead and support the delivery of CEG through these channels. They ensure that the provision is appropriate to the age, stage, ability and educational needs of every individual and is underpinned by equality of opportunity. The School provides a planned programme for all students in Years 3-13.
5. The careers programme is predominantly delivered through PSHE sessions [taught by dedicated PSHE teachers. The relevant resources are provided by Careers staff and are then shaped by the Head of PSHE so that they fit within the PSHE curriculum.](#)
6. The Careers programme also includes off-timetable time (for example the Careers taster day in Years 9 and 10, and Morrisby tests for Years [9 and 11](#) with individual follow up interviews for Year 11). Presentations are made to year groups at key points throughout the year e.g. GCSE and A Level choices, how to access and use Unifrog resources. Work experience is encouraged in Year 12. A presentation showing the options offered by the apprenticeship route is provided by ALPS or The City in year. 11 In Year 12 and 13 students are encouraged to make visits to universities on Open Days and to attend interview training. There is an annual Careers, Education and Gap Convention usually on the second Thursday in the November of the Autumn Term. Finally, there is a Careers lunchtime external speaker programme with talks at least once per half term, which is open to Years 8 to 13. [A pilot of inviting other schools via Teams to these talks was carried out in February 2022 in liaison with Catherine Bennett, Outreach and Partnerships Officer.](#)
7. Students are encouraged to evaluate their experiences and parents are encouraged to comment on careers provision.
8. Careers information is available in the Careers Room in the Stable Block, and in the Senior Library.
9. Funding for Careers provision is allocated to the Careers budget.
10. New services deemed necessary for use in the Careers programme will go through a commissioning process overseen by the relevant Careers Coordinator and Head of Section.

Evaluation of the policy

11. This policy is reviewed annually by the Deputy Head and the Heads of Careers in the Sixth Form, the Upper School Careers Coordinator and the Assistant Head of the Junior School.