



# THE SWEYNE PARK SCHOOL

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY



## VISION

Our students will be truly outstanding learners. They will challenge and question, articulate complex ideas, conduct their own research and be confident in taking risks when in lessons and working independently. They will continue to develop a life-long passion for learning and be inspired to pursue academic interests beyond school. Highly qualified, well-trained teachers will enthuse, challenge and support our students. Teachers, as a result of their own love of learning, will act as outstanding role models, and guide students to achieve the best possible grades and make well-informed choices.

We want every student to be able to take their place in society and the world of work, to find both personal fulfilment and be able to make a contribution that makes a genuine difference.

## AIMS

- Our overall priority as a school is raising both aspirations and expectations for every pupil to achieve highly, whilst being happy and successful in their lives. Key to this is that every pupil/student at Sweyne Park should receive independent and impartial careers education, information, advice and guidance ('CEIAG'). Also, key to our goal of raising aspirations and expectations, is developing the habits of mind that will enable pupils to be successful in their studies. They will become outstanding learners, confident in their ability to make choices throughout their lives and, crucially, be 'work ready'.
- Our curriculum in lessons and extra-curricular offer will support and underpin an understanding of the world of work, different career options and various routes to these different jobs.
- We will promote equality of opportunity, regardless of race, gender, religion, ability, disability, social background or sexual orientation.
- All staff understand the importance and significance of independent CEIAG.
- Parents and pupils are actively involved in our CEIAG offer, in particular at key transition points, namely Options, post-16 and post-18 choices.
- One of our ultimate targets must be 0% NEET (not in employment, education or training) or 100% FE (Further Education)/ Apprenticeships staying-on rate.

## PRINCIPLES

The CEIAG policy is reviewed regularly by the Governing Body and clearly accessible to all stakeholders on the school's website, with paper copies available on request from the school's main office. Our policy has been developed through extensive discussion with pupils, review of our existing provision and discussion with key stakeholders and provides the framework for meeting our aims and objectives.

At least one aspect of CEIAG will always feature on the School Development Plan.

In 2017-18, our primary targets are to:

- Continue to increase careers advisor support and build collaborative links with businesses to provide independent advice to pupils/students.
- Track and improve careers progression through CPRE curriculum.
- Scrutinise student Sixth Form choices and pathways to secure best outcomes. Further improve careers guidance and post-18 options.

The school will take care to maintain a wide spread of links with visitors and organisations to ensure equal opportunities.

The school's curriculum will actively promote CEIAG at relevant opportunities.

The school must positively discriminate in favour of Disadvantaged pupils to guard against poverty of aspiration.

## PRACTICE

Ed Hawkings is the appointed senior leader responsible for CEIAG and Tina Carter is the Link Governor for this area. Employers and educational providers are able to contact Ed Hawkings on 01268 784721, or by email at edh@sweynepark.com.

The school employs a CEIAG adviser commissioned from Southend Local Authority. The post-holder must be listed in the Careers Profession Alliance national register.

The school achieved the RoQA (Recognition of Quality Award), for the career support programme in 2011 and was reaccredited in 2014. In 2017 we were awarded the Quality in Careers Standard, which is the new nationally recognised framework.

The school's curriculum maps enable key areas to be identified.

Science liaison with STEM to promote science-related technology jobs. The PSRE curriculum focuses on various aspects of CEIAG at key points, such as CV preparation, option choices, applying to post-16 institutions, financial management, etc. This includes both 'Fast Tomato' from KS3 and Unifrog IT packages for KS4 and 5.

The school's website has a range of helpful resources including the curriculum map, guidance on labour market information and apprenticeship vacancies. This information can be accessed via the "Careers" tab under the drop-down "Learners" menu at the top of the Home page.

The school's VLE includes a careers website which enables multiple searches and research of different career options, university courses and other information about career progression.

An Open Evening for parents is held in Year 9, in addition to a Parents' Evening to discuss Option choices and how these link to careers. This is underpinned by a comprehensive Options Booklet which also refers to potential career routes for each subject, and an Aspirations Day whereby pupils are able to explore different career options and subject routes in a highly personalised way.

All pupils in Year 10 undertake a work experience placement. To support this, pupils and families will be encouraged to arrange their own placements, as these are more relevant and aspirational.

The school runs a Deaf Awareness Week for deaf/hearing-impaired pupils to introduce career opportunities and raise aspirations.

By the end of Key Stage 4, all pupils will have been offered a meeting with our CEIAG Adviser, to which families will also have been invited. In addition, all families will be seen by a senior member of staff at KS4 to discuss their academic progress and career ambitions, both in Year 10 and Year 11.

The school developed and piloted the Essex Employability for Life Charter which supports and accredits key habits of mind and qualities for work readiness agreed between schools and businesses. In 2017 the school negotiated the adoption of EfL by ASHE (Association of Secondary Headteachers in Essex) to enable the continuation of the important opportunities

for young people to focus on vital employability skills. In 2017, 71% of Year 11 pupils achieved at least the Bronze Award and 30% secured the Gold Award. Charter Plus is delivered in our Sixth Form to ensure progression, continuity and a relentless focus on CEIAG.

The school organises a Post-16 Education Evening, separate to our Sixth Form Open Evening, in order to inform parents and pupils of all the issues to be considered and underpinning transition through to age 18, taking into account the Raising Participation Age (RPA) initiative. Our Sixth Form opened in September 2014 and our UCAS/careers advice is woven into our extra-curricular offer for sixth formers. This includes trips to universities and employers, as well as visitors into school, along with the offer of CEIAG support, including a post examination results service.

In order to raise aspirations, the school is actively forging links with “redbrick” universities, including Oxbridge, to ensure equality of opportunity.

Updated: June 2018

**EMPLOYABILITY FOR LIFE CHARTER**

Portfolio Standards

1. Attendance and Punctuality
2. Appearance
3. Communication
4. Motivation
5. Professional Conduct
6. Problem Solving

Evidence must include a **minimum of two** quality interactions with employers or volunteering agencies.

The portfolio must include:

- a current CV
- a Reflective Skills Statement

**EMPLOYABILITY FOR LIFE  
CHARTER PLUS**

Portfolio Standards

1. Attendance, Punctuality and Appearance
2. Communication
3. Motivation and Commitment
4. Professional Conduct
5. Problem Solving and Resilience
6. Teamwork and Leadership

Evidence must include a **minimum of two** quality interactions with employers or volunteering agencies.

The portfolio must include:

- a current CV
- a personal statement
- a Reflective Skills Statement