



**Meadow Park**

Patience, Guidance and Determination

# Careers Policy

Policy lead:	<b>Senior Leader – Secondary</b>
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## 1. Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Meadow Park School. The careers programme is designed to meet the needs of students at this school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. This policy sets out how career activities are delivered at school.

## 2. Aims and objectives

Meadow Park School will guide students to develop the determination and aspirations to prepare for their next steps beyond school. We aim for all students to leave Meadow Park School with the confidence and skills to be patient, make informed choices and understand that change is acceptable.

We are committed to providing our students with a careers programme which is embedded into the curriculum. Our Programme has been developed in line with the Gatsby Benchmarks.

## 3. The Gatsby Benchmarks

[Gatsby Benchmarks | The Careers & Enterprise Company \(careersandenterprise.co.uk\)](https://careersandenterprise.co.uk)

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

We offer all students from years 7 – 11 a comprehensive programme of Careers Education, Information, Advice and Guidance. Our CEIAG programme includes one to one guidance interviews, group sessions, guest speakers, targeted enrichment activities in and out of school, plus much more as part of their Personal Development curriculum.

All students in Key Stage 4 at Meadow Park School are provided with independent information, advice and guidance regarding their career pathways after Year 11, including college courses, apprenticeships and personal development.

Meadow Park School aims to help students to develop, identify and add to their employability skills throughout their school life. The careers team are dedicated in helping students to understand and be prepared for the ever changing and challenging work and career environment.

## 4. CEIAG overview

- enables learners to develop clear ambitious and realistic plans for the future
- supports preparation for their next stage, whether it will be education, training, self-employment or employment
- All year 11 pupils receive a one-to-one Careers interview and a written summary of the meeting which focusses on their post 16 progression options.

- All year 11 pupils will receive a weekly career session
- All year 11 pupils will receive a Meadow Park school leavers guide that offers information and guidance on the post 16 options available to them.
- Targeted support for identified vulnerable pupils in Year 11 at risk of becoming NEET [Not in education employment or training] to discuss their post 16 options.
- Targeted support for some Year 10 and Year 11 pupils who require help with finding a work experience placement.
- Students in Year 11 can have a mock interview with the Careers Adviser whether this is for an apprenticeship, sixth form, college or Apprenticeship.
- The Careers Adviser undertakes tracking of all of Year 11 and follows up each case, checking they have offers and providing destination data back to the Local Authority.
- The Careers Lead provides regular updates to the Governing Body list of destinations and intended destinations Careers education

The extensive programme of Careers Education covers:

- Employability skills and preparation for work
- Use of Careers software available (Unifrog)
- Enterprise activities and opportunities
- Understanding links between subjects and careers; preparation for work experience; introducing Higher Education, progression options post-16 which includes local colleges; apprenticeships; Further Education
- CV preparation and completing application forms
- Visits by Employers to the school where possible and employer engagement to be arranged via online workshops if required.
- Visits to workshops, Careers related shows, Careers and Higher Education fairs and conferences for students to raise aspirations and their Careers knowledge and awareness.
- Work experience opportunities for KS4 learners
- All of Year 11 to have a mock interview practice
- Access for all to Careers information resources, prospectuses and useful web sites
- Citizenship, volunteering and community project awareness.

The Careers Team members attend regular Careers network meetings to discuss school work and all issues relating to delivering Careers Guidance and Careers education. The Careers Lead will arrange to attend visits to employers, Further and Higher Education institutions, training providers and related Careers conferences and workshops to support knowledge and keep up to date with Careers information. The Careers Team also deliver CPD.

The Careers Lead meets weekly with the Associate Head teacher, to discuss and review the Careers work in School.

Collaboration with the Lead for Personal Development strengthens the importance of CEIAG across the school.

New careers initiatives are implemented within the School Careers development plan. The Careers Adviser seeks evaluation from pupil's attendance at careers talks and events and individual guidance interviews. Feedback is used to make any changes or revise any aspects of the Careers delivery in School.

The Policy will be reviewed annually.

## **5. Staffing**

All staff at Meadow Park School contributes to CEIAG delivery through their roles as Form Tutors, Subject Teachers, Teaching Assistants and Learning Mentors. Careers education sessions are delivered by Teachers through Personal Development lessons. These sessions are monitored by the Careers Team and evaluated through Compass Upload.

## **6. Key personnel**

- Claire Tipton: Senior Leader and Careers Lead
- Jan Morgan: Learning Facilitator & Careers Coordinator
- Sharon Bowness: Careers Champion
- Debbie Cowell: Careers Champion
- Anna Hudson: Lead Teacher and Personal Development Lead