

DANE COURT GRAMMAR SCHOOL

Careers Education, Information, Advice and Guidance Policy

Signed by:

Headteacher: Martin Jones

Chair of Governors: Peter Tucker

Careers Leader: Melissa Linton

This Policy links in to and should be read in conjunction with our following policies:

- Careers Provider Access Policy
- Work Experience Policy
- Equality information and objectives Policy

Our Philosophy

The School's mission is 'to develop knowledgeable and caring young people who help to create a better and more peaceful world.' The school aspires to educate, in partnership with parents and pupils, inquiring, well informed and compassionate citizens who will go on to make a better world by occupying positions of responsibility and influence.

Careers education, information and guidance (CEIAG) is a key component in delivering this mission, where, through a planned programme of careers activities from Year 7 through to Year 13, students leave equipped with the skills, attitudes, knowledge and understanding to manage their lifelong career and learning so that they are as prepared as possible for their adult life in the real world. As such the intent of Dane Court's careers programme is, "Our Futures curriculum will give students the confidence to identify their skills, build knowledge about local and global employment, and enable them to discover and embrace opportunities that will lead to a fulfilling and sustainable future."

The provision of CEIAG at Dane Court Grammar School has been developed in order to ensure an outstanding CEIAG as outlined in the Education Act 2011, the Gatsby benchmarks and the Government's 'Statutory Guidance 2021'.

Statement of entitlement

All students from Year 7 upwards are entitled to CEIAG which meets professional standards, as outlined in the Gatsby benchmarks, Quality in Careers standard and the 2021 Statutory Guidance, which is personalised and impartial.

The careers programme is designed to ensure a progressive and individually tailored development of careers skills, knowledge and understanding in all students. The aim of the programme (which is detailed in Appendix 1) is 'Inspire' at Key Stage 3, 'Allow planning' at Key Stage 4 and 'Ensure focussed and appropriate action' in Key Stage 5.

In all years CEIAG should provide students with a focus to encourage them to gain outstanding academic results and to enable them to succeed in their chosen career path.

Aims 2021 - 2024

Leadership

1. Ensure that Dane Court meets all statutory requirements as set out in the DfE '2021, Careers Statutory Guidance'
2. Ensure that careers leader training is embedded
3. Ensure that careers budget is spent on high quality activities

Curriculum and teaching: academic, pastoral and extra-curricular

1. A whole school programme of careers events suitable for every key stage with high levels of challenge
2. High quality resources and activities for staff to deliver through assemblies, mentoring and curriculum subjects
3. Targeted independent advice and guidance for students

Stakeholder relationships: receiving and providing support

1. Strong relationship with EBP, employers and training providers
2. Use of local market information to inform parents of the changing career landscape
3. Develop an aspirational university programme with the University of Oxford and Cambridge and Kent and Medway Medical School.

Strategic objectives 2023/24

Leadership

- To brand the Dane Court Futures Programme by the end of December 2023
- To promote high quality careers resources by the end of April 2024
- To provide students with access to alumni and employer support for contacts and networking opportunities by October 2023

Curriculum and teaching: academic, pastoral and extra-curricular

- Implement a Key Stage 3 careers education that inspires by July 2024
- Implement a Key Stage 4 careers education programme that enables confident planning of their post-GCSE pathway by July 2024
- Implement a Key Stage 5 careers education programme that facilitates the right action and improves destinations data on 2023
- Increase career education about creative industries, and other under-represented industries, by the end of July 2024
- Introduce a network of subject career champions to support the whole-school career programme, by July 2024

Stakeholder relationships: receiving and providing support

- To increase engagement with local, regional and national employers by end of July 2024
- To provide insightful and relevant careers information for parents and carers, by end of July 2024
- To provide high quality training to staff through CPD sessions by February half term 2024

Management, Staffing, and Resources

The 2021 Statutory Guidance requires all schools to have a Careers Leader who has overall strategic responsibility for CEIAG. At Dane Court Grammar School this role is fulfilled by the Careers Leader, Assistant Head for Careers and the Governor with responsibility for Careers.

Funding for the CEIAG programme is allocated in the annual whole school budget planning process and the effective deployment of these resources is the responsibility of the Careers Leader.

The delivery of the careers programme is the responsibility of all staff and in particular:

- **Careers Leader:** Develops and manages all aspects of the Careers Strategy at the school.
- **Year Leaders in charge of KS3 and 4:** They are actively involved in all aspects of careers throughout the year, particularly advising on post GCSE pathways.
- **Year Leaders in charge of 5:** They are actively involved in all aspects of careers, particularly UCAS and apprenticeship applications throughout the year.
- **Head of sixth form:** Runs the mentoring schedule for KS5, incorporating the PSHE and Careers modules within this. Works with the careers leader on pathways for different vocations e.g. medicine, law, and engineering.
- **Mentors:** Provide support in preparing students for careers activities, and guide, or refer to the careers leader, students in their choices at Year 9, 11 and sixth form.
- **Teachers:** All teachers see Careers as a key part of their normal lessons.
- **External Partnerships:** The school employs Education Business Partnership Kent to provide impartial, independent careers interviews to all students in KS4 and 5, and as needed in other years. In addition the school works closely with The Education People to develop the CEIAG provision, as well as other schools in the Coastal Academy Trust.

Staff development

All staff involved in CEIAG attend courses throughout the year to ensure their knowledge and skills are of the highest quality.

The CEIAG Programme

1. An in house Careers Office, based in H block, where the careers leader is available to:
 - a. Hold careers meetings with students, staff and parents
 - b. Provide the opportunity for students to 'drop in' 3 times per week
 - c. Manage displays around the school and post up to date and relevant information about careers.
 - d. Plan and organise the calendar of careers activities
 - e. Plan and organise visiting guest speakers from industry, and provide guidance to heads of department who are looking for guest speakers
 - f. Plan and organise visiting speakers and ex-student talks on Advanced, Higher and Degree Apprenticeships
 - g. Provide help on where to gain advice on UCAS, apprenticeships and other post 16 careers options.
 - h. Build links with local and national companies.
 - i. Provide resources and material for Year Leaders from Year 7 to 11.
 - j. Organise career interviews, with independent, outside, professionally qualified careers advice from Education Business Partnership Kent, for students in KS3, KS4 and KS5.
2. Employing Education Business Partnership Kent for 12 days per year of independence advice and guidance.
3. The Bi-Annual Careers Fair where over 60 professionals provide information on their career paths to Years 8-13.
4. Compulsory work experience for all Year 12 students and voluntary work experience for Years 10 and 11 in specific careers e.g. medicine
5. Planned careers sessions for Year 7 to 13 mentoring schemes of work.
6. Regular talks by outside business professionals.
7. Students and parents/carers are kept informed of all careers information via the weekly

- parent/guardian newsletter, displays around the school, Google Classrooms with regular posts, announcements in mentor time and assemblies
8. CEIAG included in the year group information evenings.

Monitoring, Review and Evaluation

All aspects of CEIAG are reviewed at least annually with a development plan included in the overall school development plan. In particular:

1. The Careers Leader meets with the Head of Sixth Form to review activities and discuss relevant and strategic developments of the careers programme.
2. The Careers Leader meets with SLT three times a year to update them on the progress of the careers plan.
3. A review of the CEIAG service is undertaken three times a year using Compass+
4. An annual review of the CEIAG service is undertaken by the Careers Leader against the objectives set for the year.
5. Each year the effectiveness of the service is reviewed with the aid of
 - a. Statistics on NEETs
 - b. Destinations of Year 11, 12 and 13 leavers
 - c. Direct feedback from staff, parents and students
 - d. Indirect feedback from students and parents via the annual consensus survey
 - e. The number and success of extra-curricular activities organised

Monitoring and Review

This policy is monitored and reviewed in line with changes in legislation. The next scheduled review is Summer 2024

Appendix 1

Careers Programme through the years at Dane Court Grammar School

This is an indication of the typical activities that happen at the school, although the actual programme varies each year and we have not included all the careers related activities that also occur in students' day to day subject lessons. In addition to these activities aimed at students we run a programme of evening events in Years 9, 11 and 12 informing parents of as full a range of CEIAG as possible.

Key Stage 3

Year 7	<p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 6 - Careers/My Skills focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 6 - Careers focused mentoring sessions in the run up to the STEM day in</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p>
Year 8	<p>Term 1 - Careers focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 3 - Parent's Information Evening with careers stand present</p> <p>Term 4 - Careers focused mentoring sessions in the run up to the launch of 'Make it my business' careers activity. Mentoring time allowed to complete the 'Make it my business' project.</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p>
Year 9	<p>Term 1 - Careers focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 2 - 'Inspiring speakers' during mentoring curriculum</p> <p>Term 2 - Careers focused mentoring sessions in the run up to the launch of 'For me or not for me' careers day.</p> <p>Term 3 - Year 9 Options evening</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p>

Key Stage 4

Year 10	<p>Term 1 - Careers focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 2 - Parent's Information Evening with careers stand present</p> <p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 5 - Preparation during mentoring for 'Employability in the workplace' careers day.</p> <p>Term 6 - Year 10 'takeover day in sixth form'</p> <p>Term 6 - UK Creative Festival at Dreamland</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p> <p>Optional voluntary work experience in holidays</p> <p>Throughout the year activities on the Oxbridge, medic and lawyer pathways.</p> <p>Talks and workshops in subjects by industry professionals.</p>
Year 11	<p>Term 1 - Careers focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 1 - Autumn Apprenticeship Fair</p> <p>Term 2 - Sixth form open evening with IB pathways, training providers, apprenticeship opportunities, and universities present</p> <p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 3 - Parent's Information Evening with careers stand present</p> <p>Term 6 - UK Creative Festival at Dreamland</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p> <p>Optional voluntary work experience in holidays</p> <p>Throughout the year activities on the Oxbridge, medic and lawyer pathways.</p> <p>Talks and workshops in subjects by industry professionals.</p> <p>Lunchtime careers drop in sessions, talks from business people about careers in their professions, and talks on higher and degree apprenticeships</p>

Key Stage 5

Year 12	<p>Term 1 - Careers focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 1 - Autumn Apprenticeship Fair</p> <p>Term 1 - Parent's Information Evening with careers stand present</p> <p>Term 1 and 2 - Oxbridge visits and lunchtime Oxbridge preparation sessions</p> <p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 3 - Compulsory work experience</p> <p>Term 3 - Higher education evening</p> <p>Term 5 and 6 - UCAS workshops and advice on applying to universities</p> <p>Term 6 - UK Creative Festival at Dreamland</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p> <p>Optional voluntary work experience in holidays</p> <p>Throughout the year activities on the Oxbridge, medic and lawyer pathways.</p> <p>Talks and workshops in subjects by industry professionals.</p> <p>Throughout the year: Assemblies on Post 18 options, getting a job post 18, post university, apprenticeships</p> <p>Lunchtime careers drop in sessions, talks from business people about careers in their professions, and talks on higher and degree apprenticeships</p>
Year 13	<p>Term 1 - Careers focused mentoring sessions in the run up to the Careers Exhibition - held alternate years</p> <p>Term 1 - Autumn Apprenticeship Fair</p> <p>Term 1 and 2 - UCAS preparation through assemblies and mentoring</p> <p>Term 3 - Careers focused assemblies during National Careers Week and National Apprenticeship Week.</p> <p>Term 3 - Virtual online careers fair, introduced in school, accessible at home</p> <p>Term 3 - Student finance evening</p> <p>Term 3 - Parent's Information Evening with careers stand present</p> <p>Term 6 - UK Creative Festival at Dreamland</p> <p>Opportunities for meetings with an independent careers advisor throughout the year.</p> <p>Optional voluntary work experience in holidays</p> <p>Talks and workshops in subjects by industry professionals.</p> <p>Throughout the year: Assemblies on Post 18 options, getting a job post 18, post university, apprenticeships</p> <p>Lunchtime careers drop in sessions, talks from business people about careers in their professions, and talks on higher and degree apprenticeships</p>