

## **Careers and Enterprise & Provider access Statement – January 2020**

### **Our Vision and Values**

Theale Green School vision is to be **an exceptional school, striving for excellence, at the heart of its community** “transforming lives through learning”. We aim to provide high quality careers advice and guidance, to support our high achieving and ambitious students. We want to ensure that every child has an understanding of their key skills and a plan for their next steps when they leave us and are able to articulate this to an employer or FE provider. This is developed throughout a student’s time at the school and is always supportive of their aspirations, strengths and skills.

### **Aims and purpose**

The aim of the policy is to deliver high quality education, information, advice and guidance to enable every student to achieve the best possible educational and personal outcomes.

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences
- Develop good core soft skills e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
- Inspire and motivate students to develop and achieve their aspirations

### **Review terms**

This new policy reflects current practice. This policy will be reviewed every year.

Careers Education, Information, Advice and Guidance (CEIAG) For the purpose of this policy the following definitions have been used:

**Information-** Information is data on opportunities conveyed through different media, both mediated and unmediated, including face-to-face contact (individual, group, class etc.), written/ printed matter, Software programmes such as Fast Tomato, Career Planner, websites, etc.

**Advice-** This involves helping a young person to understand and interpret information as well as providing information and answers to questions and clarify their understanding.

**Advice** is given to advise them on their options or how to go about a given course of action; to identify needs and to signpost and refer young people who may need more in depth guidance and support. Advisory work is usually done on a one-to-one basis but may be provided in small groups or class groups.

**Guidance-** Guidance aims to support young people to better understand themselves and their needs; to confront barriers to understanding, learning and progression; to resolve issues and conflicts and to support them to develop new perspectives and solutions to problems, helping them better achieve their potential. Guidance may involve referral for specialist guidance and support.

**Key personnel:**

Dr Anne Richards – Head of 6<sup>th</sup> form & Head of careers

Mrs Charlotte Badarello – Deputy Headteacher

**Careers Education:**

Careers Education is embedded in the curriculum via a wide variety of opportunities including:

PSHE lessons for Years 7 – 10. Focused tutor time sessions for year 11

Year 12 enrichment programme

EPQ Mentoring - individualised appointments and bespoke guidance

Enrichment activities for year groups, targeted weeks of employer visits for year 9 and 10

Carefully designed UCAS/ Careers days for the Sixth Form. These include opportunities to explore university as well as apprenticeship routes; STEM activities and other education schemes, and through employer and careers fairs. Trips and visits linked to subject areas

All curriculum areas provide careers information and education and industry-related knowledge, and helps students think about the skills that can be applied in different jobs. A regular audit of provision tracks coverage of CEIAG across the curriculum and helps to deploy resources to areas of need. A focus of transferable skills occurs in PSHE lessons to understand the skills that young people are currently working on and how they can be used in the workplace. Past students and parents provide a wealth of CEIAG.

**Careers Information:** Theale Green School is committed to ensuring students gain sufficient information to consider a wide breadth of career possibilities and support decision making. The school provides comprehensive careers information and education and access to careers software and websites, in particular **Be Ready**. There are careers and apprenticeship resources available in the Sixth Form area as well as online packages and websites. Labour market information (LMI) is provided to students and parents to ensure they remain informed as to the current employment trends. This is done via the school website and parent mailings. This information is highlighted to students via assemblies, individual discussions with staff, and the Careers Lead.

**Work-related learning:** Theale Green School is committed to ensuring that vocational training and apprenticeships are promoted through all aspects of CEIAG provision. A range of opportunities are provided that expose students to real work situations and enable them to develop a wide range of skills, sector-based knowledge and attitudes required in the labour market. These include Enrichment Days, Careers Marketplace, UCAS training, STEM activities, College and University taster days, assemblies and tutor sessions lessons. It is our expectation that all students will undertake work experience during their time at school. This will take place either in the summer term of year 10 or year 12. All year 12 students are given authorised absence to undertake a week's work experience in June.

**Monitoring, Reviewing and Evaluation:** Self-evaluation of careers provision will be produced annually. This policy was written with guidance from the General Data Protection Regulation coming in place in May 2018. Confidentiality is an important aspect for students, parents and staff and student records should be shared only as appropriate. An audit of student interactions will take place to ensure the appropriate contact with a wide variety of employers and opportunities

**Gatsby Benchmarks** Theale Green School is committed to working toward all the Gatsby Benchmarks and will continue to assess our progress against these criteria.

<p><b>1. A stable careers programme.</b></p>	<p>Every school should have a stable, structured careers programme that has explicit backing of the SLT. The careers programme should be published on the school's website. The programme should be regularly evaluated with feedback from pupils.</p>	<p>Theale Green School will publish an annual overview of activities on the website and review them against this policy document. The programme is structured resulting in pertinent careers work at relevant phase. Students are asked to evaluate activities and experiences. Parents, teachers and employers are asked for feedback on experiences.</p>
<p><b>2. Learning from career and labour market information.</b></p>	<p>By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform options. Parents should be encouraged to access and use information about labour markets and future study.</p>	<p>Theale Green School will continue to deliver high quality information via the use of the <b>Be Ready</b> customised web portal. This portal provides relevant and pertinent information relating to the career and labour market. The careers programme ensures students have access this at all times, in particular during transition periods</p>
<p><b>3. Addressing the needs of each pupil.</b></p>	<p>A School's career programme should actively seek to challenge stereotypical thinking and raise aspirations. Pupils have different career guidance needs at different stages. Schools should keep systematic records of the individual advice given to children, and decisions. All pupils should have access to these records. Schools should collect and maintain accurate data for each pupil on</p>	<p>At Theale Green School the Careers Audit demonstrates differentiated approaches and opportunities across year groups. For example, Options evening in y9 provides information linked to option subject choices; the Careers evening in year 12 provides detailed information about universities and work skills. Apprenticeships and other training is supported through assemblies and targeted workshops throughout year 12 &amp; 13. This is then supported in</p>

	education and training destinations	enrichment programme. University open days & apprenticeship opportunities are shared with students.
<b>4. Linking curriculum learning to careers.</b>	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects support entry to wide range of careers.	Theale Green School continues to deliver the highest quality learning in STEM careers within the classroom and outside of the classroom. STEM is widely encouraged with STEM senior prefects holding important role in the school. The STEM coordinator will continue to provide the exceptionally wide range of opportunities in STEM. Visiting speakers will continue to address students at every Key Stage. The Heads of Department will ensure that careers within their respective areas are covered ensuring continued awareness of breadth of opportunity available in all fields.
<b>5. Encounters with employers and employees.</b>	Every pupil should have multiple opportunities to learn from a meaningful encounter with an employer. Assemblies with inspirational speakers such as writers, scientists, explorers, employers about work, employment and the skills which are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.	Assemblies with inspirational speakers such as writers, scientists, explorers, business leaders are made available through the year groups. Each year group will experience tailored careers workshops. <b>Meet the Professionals evening</b> gives all students the opportunity to meet a wide variety of employers. In year 11 all students take part in the mock interview day. In Year 12, there are focused sessions on UCAS and Careers. Assemblies and lunchtime meetings give students the opportunity to learn from external speakers across a range of careers from medicine to politics. Students are guided to a range of

		tailored residential and non-residential options as appropriate ranging from work experience to university residential programmes.
<b>6. Experiences of workplaces.</b>	By the age of 16 every pupil should have at least one experience of workplace, additional to part-time jobs. By the age of 18, every pupil should have had at least one further experience.	Workplace visits will continue to take place with a particular focus on year 9, 10 and 12 where they will be help inform the options students will need to make. All Theale Green School students will undertake work experience. For some this will take place in year 10, and the majority will undertake in the summer of year 12.
<b>7. Encounters with further and higher education.</b>	By the age of 16 every pupil should have had a meaningful encounter with providers of learning opportunities - sixth form, further education, higher education, apprenticeship providers. By the age of 18, all pupils who are considering applying for university should have had at least two visits.	Speakers from Reading University visit annually to address all Year 12 students and parents. Apprenticeship assemblies will continue to be presented to students and parents from year 9 onwards with an emphasis on engaging all parents.
<b>8. Personal guidance</b>	Every pupil should have had at least one guidance interview with a career adviser, by the age of 16. They should have the opportunity for a further interview by the age of 18.	Theale Green School will continue to access careers advice via <b>Fast Tomato</b> and <b>Be Ready</b> . We provide a professional careers advisor for 1:1 meetings from year 9 onwards. We give every year 11 the experience of a mock interview. Students experience a meeting with either SLT or their form tutor to help them with transition points year 9 – 10; year 11-12