

TOWNSEND  
CHURCH OF ENGLAND SCHOOL  
Achievement for all – Respect for all



Careers Education Information  
Advice and Guidance  
**Policy**

This Policy will be reviewed Sept 2019

## **1. Rationale for Careers Education, Information, Advice and Guidance (CEIAG)**

The aim of Townsend Church of England's school career strategy is to help our young people choose a career that is right for each and every one. The programme of advice and guidance will be stable, structured and delivered by individuals with the right skills and experience.

We want

- To enable pupils to make a major contribution to society by preparing students for the opportunities, responsibilities and experiences of life
- To support and inspire young people to achieve their full potential and to raise aspirations
- To empower young people to plan and manage their own futures
- To make available information that is a key determinant of career choice that includes comprehensive information on all options
- To promote equality, diversity, social mobility and challenge stereotypes
- To support young people to sustain employability and achieve personal and economic well-being throughout their lives

The school's career strategy is modelled around the Gatsby Benchmarks as set out by the Department for Education to provide a framework for schools. The school also continues to be supported by the Careers and Enterprise Company and is well served and advised in this respect by an Enterprise Employer Adviser and the Enterprise Co-ordinator for St Albans & Dacorum.

## **2. Commitment & Vision Statement**

Townsend Church of England School is committed to achieving excellence in this area of a young person's education and personal development. The framework of the school's career provision is provided by the Gatsby Benchmarks and alongside this the school is also working towards the Investors in Careers Award. In 2017/218 the school achieved Stage 1 and 2 and is aiming to complete the full Award (Stage 3) through 2018/2019

### **The Investors in Careers Quality Award.**

- We are committed to preparing our students to manage their future education and career path throughout adult life, through a planned programme of Careers Education Information Advice and Guidance (CEIAG) throughout their school time
- We are committed to maximising the benefits for students by using a whole school approach involving parents / carers, external Information and Guidance providers, employers and other local agencies
- We are committed to recognising our statutory duties, set out in the Statutory Guidance 'Careers guidance and access for education and training providers' (Oct 2018), *to secure independent, impartial face to face careers guidance, for pupils in years 8 to 13*. This includes information on the full range of education and training options, including apprenticeships and vocational pathways
- We are committed to recognising the importance of providing young people with real-life contacts and experiences from the world of work

- We are committed to ensuring that all students have equality of access to impartial careers advice and guidance from external sources

The Gatsby Benchmarks provide a similar framework to the Investors in Careers Quality Award. The key difference is that the Gatsby Benchmarks now form part of the statutory guidance from the Department for Education around careers provision. By addressing and implementing each specific Gatsby Benchmark, the school will be able to demonstrate it not only meets statutory requirements but that it is delivering a high quality careers programme that is fit for purpose in today's world and that it meets the needs of all the young people here in school.

The eight Gatsby Charitable Foundation Benchmarks

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. Personal guidance

*The following requirements issued to schools by the Department for Education are part of the school's evolving Careers programme*

- *There is an opportunity for a range of education and training providers to access all students in years 8 to year 13 for the purpose of informing them about approved and technical education qualifications or apprenticeships*
- *There is a policy statement setting out arrangements for provider access*
- *The careers framework uses the Gatsby Benchmarks*
- *Students are provided with seven encounters with employers from years 7-13. Some of which should include STEM (Science, technology, engineering, and mathematics)*
- *The careers programme is shared with parents/carers and young people*
- *The school has a Careers Leader. (Mr Armitage Director of Learning for Year 10 and Assistant Head is the Lead for Careers at Townsend).*

Our careers provision is included within the School Strategic Development Plan and in line with other areas of school improvement is regularly monitored and evaluated through the year. It is supported and shared with Governors as part of ongoing school improvement.

### **3. Leadership, implementation and evaluation of the Careers Programme at Townsend Church of England School**

The Careers Leader coordinates the Careers Education Information Advice and Guidance programme for the whole school, including holding responsibility for strategic planning, implementation and review. Support is by the Deputy Head Miss Lingwood and there is also a link governor - Mrs Quenet. The Careers Team meet regularly through the year.

The Careers Leader has a clear overview of the whole school's careers provision and a good understanding of the Gatsby Benchmarks. The role involves planning; implementing; quality

assuring; managing the delivery of career guidance; networking with external partners, including employers and coordinating the contribution of career's teachers, subject teachers and the SENCO.

Mr Armitage as the Careers Leader at Townsend may be contacted through

[admin@townsend.herts.sch.uk](mailto:admin@townsend.herts.sch.uk) or telephone 01727853047.

Townsend Church of England School adopts a whole school approach to careers and all staff have a shared responsibility to support with delivery of the programme. Training is provided for staff in house as well as externally. Additional training is offered to those who have expressed an interest or who have identified a particular need. The school also provides opportunities through morning briefing sessions, weekly school bulletins and twilight training for sharing good practice. The school are clear that ALL staff have responsibility for the implementation and delivery of the careers programme and ALL staff have a valuable contribution to make.

The careers programme is monitored and evaluated by school leaders and this quality assurance is led by the Careers Leader. Evaluation including assessing the impact of the school's careers programme is ongoing. The following procedures and processes contribute to this

- Student voice
- Input from Careers Ambassadors
- Parent/Carer voice (collected at every Consultation evening)
- Governor's input
- Evaluation of careers focused events with feedback from external providers as well as students
- Analysis of destinations data from year 11 and year 13
- Information provided by YCHertfordshire careers meetings
- Review of software used to record
- Annual evaluation of YCHertfordshire work
- Use of Gatsby Benchmark Toolkit
- Regular meetings with Enterprise Advisor and lead for careers
- Liaison with the Work Experience Coordinator

The Careers Leader is also part of a CIEAG network group of Careers teachers and leaders from schools in St Albans and Harpenden. This group meet regularly to review and share practice.

#### **4. CURRICULUM PROVISION**

The school careers programme includes a wide variety of activities and interventions that are mapped against the eight Gatsby Benchmarks and the DfE 'Careers guidance and access for education and training providers' Oct 2018. The school are also mindful of any recommendations provided by Ofsted with regards to the Framework for Inspection but also any case studies of good practice.

*Careers Education lessons*

Our Learning for Life programme and Townsend Learning Community (year 7 only) lessons include a variety of aspects of careers education. Learning for Life education is during form times for up to 60 minutes a week and in year 7 all students have a dedicated lesson lasting 60 minutes each week. Careers education is incorporated into our Enrichment Days and students take part in various fund-raising activities throughout the year.

### *Information*

Information on careers guidance, the local labour market and trends is given through assemblies, form tutors, the school bulletin, parentmail, outside speakers, school events and other school communications. We also share information through a dedicated resource area in the Discovery Centre and sixth form suite, the Careers page on our website, twitter and our blog. Student Careers Ambassadors support with events and sharing information.

### *Advice*

Advice is given through one to one and small group work with the YCHertfordshire Advisor, Head of 6<sup>th</sup> form, our Enterprise Employer Advisor and the Careers Leader. All teachers at Townsend Church of England also provide guidance and advice and share life's experiences to enhance children's understanding of the world of work. STEP (a Christian Church Youth group) and a wide range of guest speakers including alumni and local employers support the schools careers programme. Other sources of information and advice are through the National Careers Service and Regional University Tutors, links with universities and experience through applications for college places and Apprenticeships. Opportunities are readily available through our various media channels as well as various career software programmes accessed by students at different stages of schooling.

### *Events*

We endeavor to inform our students and parents/carers about career related events through our school calendar and other communications home. When additional opportunities arise e.g. The NHS trip, we inform students and parents/carers through the careers page on our website, parentmail, twitter and the school blog.

Examples of the careers programme include

#### Year 7

Work shadowing, Enrichment day -STEP, START software, Guest speakers, NHS trip, YCHertfordshire lunchtime drop in, Learning and Achievement evening, Diversity Day, Parent Consultation evening, Anti bullying week, Mental Health Awareness Day, Children In Need, Safer Internet Day, Creative and Performing Arts display, Geography Field Trip, Sports Day, School Show, Celebration of Achievement.

#### Year 8

Options evening, Enrichment day- Enterprise, Guest speakers, NHS trip, START Software, Diversity Day, YCHertfordshire lunchtime drop in, Parent Consultation evening, Anti bullying week, Mental Health Awareness Day, Children In Need, Safer Internet Day, Creative and performing Arts display, The Children of Willesden Lane Project, Sports Day, School Show, Celebration of Achievement.

#### Year 9

World of Work - WOW, Enrichment Day - Science Museum trip, Battlefield Trip, Guest speakers, NHS trip, SART software, Diversity Day, YCHertfordshire lunchtime drop in, Parents Consultation evening, STEP work, Anti bullying week, Mental Health Awareness Day, Children In Need, Safer Internet Day, Creative and Performing Arts display, The Children of Willesden Lane Project, Sports Day, School Show, Celebration of Achievement.

#### Year 10

Enrichment Day - Careers Carousel, Work Experience week, YCHertfordshire Interviews and lunchtime drop in, Taster day at Oakland's College, Guest speaker, NHS trip, START software, Duke of Edinburgh bronze expedition, Diversity Day, Parents consultation evening, Anti bullying week, Mental Health Awareness Day, Children In Need, Safer Internet Day, Creative and Performing Arts, Sports Day, School Show, Celebration of Achievement, managing the School Shop

#### Year 11

Enrichment Day - Revision and Exam preparation, NHS trip, Diversity Day, Study Support evening, National Apprenticeship Anti bullying week, Mental Health Awareness Day, Children In Need, Safer Internet Day, Creative and Performing Arts, Sports Day, School Show, Celebration of Achievement, YCHertfordshire Interviews and lunchtime drop in, Parents Consultation evening and work with regard to CV and Personal Statement writing, Sixth form Induction evening, Study support and CV assembly, Revision and Exam preparation day, Creative and Performing Arts display, NCS Presentation.

#### Year 12 and 13

Enrichment day - Mentoring, Parents Consultation evening, NHS trip, NCS presentation, Mentoring, CV writing and interview techniques -Blue Arrow, Careers workshop, Duke of Edinburgh expedition, Parents Induction evening, Diversity Day, National Apprenticeship Show, YCHertfordshire lunchtime drop in, Student Investor, Children in Need, Senior Citizen's Party, Pop-up Peers, Mental Health Awareness Day, Anti- bullying week, Revision and Exam preparation day, Creative and Performing Arts display, Learning to Live, UCAS trip, YC support for risk of NEET, Fire station visit and careers talk.

## TOWNSEND CHURCH OF ENGLAND SCHOOL

### PROVIDER ACCESS

This policy and the additional information, sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997

#### **Pupil Entitlement**

All pupils in years 8-13 are entitled:

- To find out about technical education qualification and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships- through option events, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

#### **Management of provider access requests**

##### **Procedure**

A provider wishing to request access should contact Mr Armitage Careers Leader and Assistant Head 01727853047 [admin@townsend.herts.sch.uk](mailto:admin@townsend.herts.sch.uk)

##### **Opportunities for access**

A number of events, integrated onto the school's careers programme will offer providers an opportunity to come into school to speak to students and or parents/carers such as

- Option Evenings
- Enrichment Days
- Year 10 Careers Day
- Apprenticeship Evening
- 6<sup>th</sup> Form Evening
- Induction into the 6<sup>th</sup> Form
- Work Shadowing
- A Programme of Career Talks
- Drop in sessions
- Assemblies