
Careers Education and Guidance Policy



July 2023

Marvin Cox

Introduction

Marvin cox manages the careers programme at Southgate School. A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 2022 Education Act places a duty on schools to give all pupils in secondary education access to independent careers guidance, advice and information. Southgate School endorses the objectives for careers education and guidance in the framework for personal, social and health education and the national framework for careers, employability and enterprise education from the Careers Development Institute (CDI Framework). Southgate School is committed to providing a planned programme of careers education and guidance. We work from the CDI Framework for careers, employability and enterprise education in partnership with C+K Careers and the West Yorkshire Combined Authority Leeds Enterprise Partnership.

The school has adopted the eight Gatsby benchmarks of good careers practice. The pupils and their parents or carers in years ten and eleven have regular contact with a Careers Adviser from C+K Careers. In partnership with C+K Careers, Southgate School continue to track pupils' destinations and outcomes for three years after they leave Southgate. This policy was developed and is reviewed annually through discussions with teaching staff; the school's careers adviser, pupils, parents and governors. It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE, RSHE, work related learning, equal opportunities and health and safety.

Aims

The careers programme is designed to meet the needs of pupils at Southgate School. It is differentiated and adapted within the three Pathways to ensure it is appropriate and relevant to each individual. The Careers and Independence Lead maintains the strategic overview, working closely with other staff including Pathway Leaders. Careers is delivered across the curriculum to develop pupils' ability to care for their own needs, to be able to access the community, to work cooperatively with others, to make choices, decisions and to keep themselves safe. We work to raise aspirations, increase motivation and challenge stereotyping. We support pupils to recognise barriers to their learning and achievement and to make informed decisions and appropriate choices about the options that are available to them.

1. We work to enable pupils to make a successful transition into education, training or employment.
2. The pupils are entitled to careers education and guidance that is impartial and confidential. It will be integrated in to their experience of the whole curriculum, based on a partnership with pupils and their parents or carers.

The programme will promote equality of opportunity, inclusion and anti-racism.

Implementation

Most pupils will receive discrete careers teaching in Years 9-11 through Careers and Independence lessons.

Some pupils in Forest pathway will receive relevant Careers and Independence teaching in a holistic approach through a curriculum focussed on life skills and independence. All pupils will be encouraged to participate in Enterprise activities and they will have the opportunity to visit places of employment and post-16 educational provisions. They will also have opportunities to take part in mock interviews delivered by outside professionals, they will work with a Careers Advisor from C+K Careers, who will build a relationship with each individual and their parents/carers and support the transition from Southgate in to their Post-16 provision.

Where it is appropriate, pupils will have the opportunity to take part in work experience in the community or to take part in meaningful opportunities to experience the world of work within School. Southgate School will carry out checks and risk assessments for all new work experience placements. Some work experience placements require interviews to check suitability. Support for more vulnerable pupils is supplied by school. The school is in telephone contact throughout the placement, and undertakes a visit of each placement.

Parents sign consent forms and agreements. Pupils have a Health and Safety induction in every placement. Pupils aged 11+ will engage with careers activities with employers helping them to understand what work is like or what it takes to be successful in the workplace. Statutory Careers Guidance from January 2023 states: Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.

At Southgate this may include work with Alumni, employer involvement in the curriculum, enterprise competitions or mock interviews. The C+K Careers Adviser has a professional qualification in career guidance. The Careers Adviser works in partnership with the school to meet the statutory duty to secure access to impartial careers guidance to all pupils and their parents and carers.

Information and guidance is offered to parents and carers during Parents' Evenings and Annual Review Meetings. In addition to this, the Careers Adviser will liaise with parents and carers about Post-16 provision as appropriate. Marvin will also ensure parents and carers receive the Post-16 Transport application for in the summer term and support their completion. C+K Careers will remain in contact with the family and support as required until the pupil reaches the age of 25 years. Southgate School will take pupils, as appropriate, and encourage parents and carers to attend external events organised by Kirklees Council to showcase the 'Local Offer'. 3 The Intervention Team, and specifically the Family Liaison Officer, at Southgate keep up to date with the opportunities and available provisions for young people with disabilities in Kirklees and share this information with parents/ carers at Parents' Evenings and Annual Reviews.

Parents and carers can contact the Family Liaison Officer for further support as required. Careers resources are kept up to date under the supervision of C+K Careers.

Management

The Careers and Independence Lead, supported by other middle and senior leaders, is responsible for co-ordinating the Careers programme. The Careers and Independence Lead, Marvin cox, and other leaders work closely with Natalie Williams from C+K Careers. Pupil guidance is led by Natalie Williams. Work experience is planned and implemented by Marvin cox.

All staff are expected to contribute to the Careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by leaders and Marvin cox in consultation with Natalie Williams. Careers education is taught by class teachers in Careers and Independence lessons as well as during special events. Specialist careers guidance is provided by the C+K Careers adviser, Natalie Williams. Administration support is available as resources allow. Career learning outcomes are assessed in Year 11 through ASDAN accredited courses and feedback on the school Careers programme is welcomed from parents, carers, pupils and teachers via the school website.

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An annual Partnership Agreement is negotiated between the school and C+K Careers identifying the contributions to the programme that each will make. Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding actively sought. Staff training needs for planning and delivering the careers programme will be identified and met through support from leaders, Marvin Cox and Natalie Williams.

Reviewed

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We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.