



Careers Education and Guidance Policy

Newbury Academy Trust

March 2018

Careers Education and Guidance Policy

1. Introduction

- 1.1. "Academy", "Academy Trust" all refer to Newbury Academy Trust, Love Lane, Newbury, Berkshire, RG14 2DU. School refers to one of the three schools within the Newbury Academy Trust, Trinity School, Love Lane, Newbury, Berkshire, RG14 2DU; Fir Tree School, Fir Tree Lane, Newbury, Berkshire, RG14 2RA; Speenhamland School, Pelican Lane, Newbury, Berkshire, RG14 1NU.
- 1.2. The term Governor refers to both Full Governing Body Trustees and Local Governing Body Governors.

2. Rationale for CEG

- 2.1. 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 1997 Education Act places a duty on schools to give students in Years 9-11 access to careers education, information and guidance. Trinity School endeavours to follow the guidance in The National Framework for CEG 11-19 in England, the National Curriculum programmes of study for PSHE and citizenship, and the QCA guidance on Work Related Learning for All at Key Stage 4. For an overview of Careers Education Guidance and Work Related Learning see the Staff Handbook.

3. Commitment

- 3.1. Trinity School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13.

4. Objectives

- 4.1. Students' needs: The careers programme is designed to meet the needs of students at Trinity School. It is differentiated to ensure progression through activities that are appropriate to students' stages of learning, planning and development. Students investigate options appropriate to their own needs.
- 4.2. Statemented students will all see a specialist careers advisor from Adviza to assist with transition at key points. Intensive career support is given to students at risk of becoming 'NEET' (Not in Education, Employment or Training) and need additional guidance.

5. Entitlement

- 5.1. Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

6. Implementation

- 6.1. **Management:** The Pastoral Deputy Headteacher is responsible for co-ordinating the careers programme. The School Careers Coordinator will oversee the plan and liaise with professionals from the Careers service 'Adviza' and other relevant agencies such as the EBP (Education Business Partnership).

The School Careers Coordinator will ensure that all students are supported and guided appropriately.

All students will experience an individual interview with the School Careers Coordinator to ensure that future pathways are identified and planned, in Years 9 and 11, with additional Individual interviews for students who need more support with transition plans given at appropriate points. Students requiring more support are referred to an Adviza Careers Coach. The Pastoral Deputy Head and Careers Coordinator will liaise directly with the Careers and Enterprise Company (CEC) to provide external support and strategic coordination in continuing to develop employer engagement opportunities. Work Experience is actively encouraged to specifically targeted Year 10 and 11 students and will be implemented on an individual basis by the Careers Coordinator in conjunction with the EBP. Student own placements can be organised providing all the relevant safety and insurance checks have been conducted by the EBP.

Work experience is optional and available to all Year 12 students after their AS exams. This will be coordinated by the School Careers Coordinator. All students to be interviewed individually and supported towards a placement specific to their learning and career aspirations. These placements are individually organised by the students.

All Year 11 students will undertake mock interviews within school from local business professionals organised by the School Careers Coordinator and the EBP.

- 6.2. **Staffing:** The School Careers Coordinator will oversee the programme. 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 the careers co-ordinator. A specialist personal development team, including form tutors, delivers it. The Adviza personal adviser provides specialist careers guidance. Careers information is available in the library, which is maintained by the Librarian, and via FROG, our e-learning platform.
- 6.3. **Curriculum:** The careers programme includes specific careers education lessons during PSHE time, careers guidance activities (group work and individual interviews), work-related learning (including work experience), action planning and recording achievement during tutorial sessions. Careers lessons are part of the school's PSHE programme. Other focused events, e.g. Apprenticeship information sessions are also provided. External and impartial businesses will participate in an Annual Careers Fayre. Speakers from Industry will promote specific business and link in with National careers week and spot light specific careers. Enterprise opportunities and links to business will be available to targeted students identified by the Heads of Houses. For detailed background

on the Careers Curriculum for each year group see the PSHE plans. The Careers programme will be delivered with a clear focus on the eight Gatsby benchmarks by the end of 2020.

- 6.4. **Partnerships:** An annual Partnership Agreement is negotiated between the school and the local Aviza Service identifying the contributions to the programme that each will make.
- 6.5. **Resources:** 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. Library funding is also used to add to the variety of reference books available.
- 6.6. **Staff Development:** Staff training needs for planning and delivering the careers programme are identified in the summer term when staff are allocated for careers delivery. The careers coordinator will be trained to deliver guidance and advice.

Authorised by	Resolution of the Board of Trustees
Date	14 th March 2018
Effective Date of the Policy	14 th March 2018
Effective Date for Review	March 2020