

William Brookes School

Careers Guidance Policy

We believe that our young students have amazing potential which can be realised through hard work; great learning and through building relationships with others.



Approved:

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Introduction

High quality careers education and guidance in schools and colleges is critical to young people's futures. This policy aims to set out the 3-18 Education Trust (Trust) and William Brookes School's provision of impartial and informed careers guidance for pupils. This includes the ways in which pupils, parents, teachers and employers can access information about the School's careers programme.

The provision outlined in this Policy aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills.
- Provide experience and a clear understanding of the working world.
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them.
- Help pupils to understand routes to careers that they are interested in, and to make informed choices about their next step in education or training.
- Promote a culture of high aspirations and equality of opportunity.

Statutory Requirements

This policy is based on the Department for Education's (DfE's) statutory Careers guidance and access for education and training providers.

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This Policy is also in line with the more recent Skills and Post-16 Act 2022, which came into force on 1 January 2023. It explains that schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see the School's Education and Training Provider Access Policy Statement, which can be found on the School's website.

This Policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- School must now secure independent careers guidance from year 7.
- Academies in England are required to provide and publish careers guidance.

The guidance requires that schools publish information about their careers programme on their website. This Policy includes this information and shows how William Brookes School complies with this requirement.

The Trust and William School act in line with the statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This Policy should be read in conjunction the School's Education and Training Provider Access Policy Statement, which can be found on the School's website.

Roles and Responsibilities

The Trust Board

The Trust Board has a strategic leadership responsibility for ensuring each secondary school and sixth form in the Trust fulfils its careers guidance as outlined in this Policy and that the Trust complies with duties under the related legislation and guidance referred to in this Policy. The Trust Board will provide clear advice and guidance on which each secondary school and sixth form in the Trust can base a strategic careers plan which meets legal and contractual requirements.

The Trust Board has delegated some responsibilities, although retains accountability, as follows.

The Chief Executive Officer (CEO)

The CEO ensures:

- Each Trust secondary school and sixth form has a designated Careers Leader who has the appropriate status and authority to carry out the duties of the post and is provided with the time, funding, resources, and support needed to carry out their role effectively.
- Independent careers guidance is provided to all pupils throughout their secondary and sixth form education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils.
- A range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships.
- Details of each secondary school and sixth form's careers programme and the name of the Careers Leader are published on the school's website.
- Arrangements are in place for each secondary school and sixth form in the Trust to meet the legal requirements of the 'Baker Clause', including that each secondary school has published an Education and Training Provider Access Policy Statement.
- The Trust has adequate executive leadership by appointing:
 - Careers Consultant: Carol France
- All staff are knowledgeable and confident in carrying out their careers guidance duties in line with training and the related legislation and guidance listed later in this policy.

The Careers Link Trustee

The Trust Board has appointed a Careers Link Trustee who will take a strategic interest in careers education and encourage employer engagement. He/she is responsible for meeting with the Trust Careers Consultant each term and reporting back to the Trust Board normally by a written report.

Careers Link Trustee: Geoff Hulme

Local Governing Bodies (LGB)

Under the Scheme of Delegation, the Trust Board has delegated monitoring of the effectiveness and implementation of Careers guidance arrangements at school level to LGBs. Each individual LGB will appoint a Careers Link Local Governor. Each Careers Link Local Governor is responsible for leading on the governance oversight of Careers arrangements. They meet with the Careers Leader on a termly basis and report back to the LGB normally by a written report.

Careers Leader for William Brookes School

The Careers Leader is

Mr James Boak, Head of Careers

Telephone: 01952 728900

Email: james.boak@wbs.318education.co.uk

The Careers Leader works closely with the senior leadership team and will:

- Take responsibility for developing, running and reporting on the school's career programme.
- Plan and manage careers activities.
- Manage the budget for the careers programme.
- Support teachers to build careers education and guidance into subjects across the curriculum.
- Establish and develop links with employers, education and training providers, and careers organisations.
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans.
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers.
 - Understand their additional support needs.
 - Make sure that, for LAC, their personal education plan can help inform careers advice.

The William Brookes School Senior Leadership Team (SLT)

The SLT will:

- Support the careers programme.
- Support the Careers Leader in developing their strategic careers plan.
- Make sure the Careers Leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard.
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships and set out arrangements for this in the School's Education and Training Provider Access Policy Statement.
- Network with employers, education and training providers, and other careers organisations.

William Brookes School's Careers Programme

William Brookes School has an embedded careers programme that aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. The school provides statutory independent careers guidance to pupils from year 7 onwards.

The programme has been developed to meet the expectations outlined in the Gatsby Benchmarks:

- A stable careers programme with a careers leader
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

The programme does not show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. The programme provides aims, objectives and activities for each year group.

Key Stage 3

Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

William Brookes School Careers Programme – Years 7 - 9				
<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
7 - inspiration	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	February	Year 7 Careers Day	Students will spend a full day off timetable where a range of employers will come in, talk to, and inspire students about careers in their area.	2,3,4,5
8 - Broadening horizons, what routes are open to me?	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	Ongoing	PSHE lessons - broadening horizons	A chance for students to start to use our careers platform, Unifrog, and consider the kinds of careers and routes that may inspire them.	2, 3, 4, 8
	March	University visit – Chester	A day trip for the year group to Chester university to get a taste of university life.	3,7
9 - What careers are open to me?	October	Careers Awareness Day and workshops	A day of workshops from employers in a range of different careers, as well as universities and apprenticeship providers. The day culminates in a visit to our Careers Fair.	2,3,4,5,7,8
	Ongoing	PSHE Lessons - post-16 research	Students will use Unifrog to start researching careers and the specific routes that they need to take to get there.	2,3,8

Key Stage 4

Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

William Brookes School Careers Programme – Year 10

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
10 - Inspiration for post-16, and preparation for the real world	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5
	Ongoing	Post-16s morning assemblies	A series of assemblies from post-16 providers in the area explaining to students their different options after Year 11.	2,3,7
	Autumn term onwards	Work Experience Planning	Students begin the process of sourcing a rewarding work experience placement ready for next year.	2,3,6
	December	Mock Interviews with CVs	All Year 10s will be supported throughout the term in producing their own CV, which they will take to a 10 minute mock job interview with a real-life professional, who will provide feedback afterwards.	2,3,5,8
	March onwards	1:1 Careers interviews begin	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - work experience and work skills	Students will be guided through the work experience progress, including how to source a placement, the kind of professional behaviours you need to follow in the world of work, and an introduction to CVs.	3,4

William Brookes School Careers Programme – Year 11

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
11 - Support for applications	September	Work experience week	A full week's placement at an employer, learning about the 'real world' of work.	2,3,6
	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5

	Ongoing	Post-16s morning seminars	Students will opt-in to seminars from local education providers to support them in their applications and choices for their next steps.	2,3,7
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - what employers are looking for	A unit of work on how to apply for jobs, including writing a CV, how to conduct yourself at interview, and the chance to carry out a mock interview.	3,4, 8

Key Stage 5

Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

William Brookes School Careers Programme – Year 13				
<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
13 - Applications and next steps	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Ongoing	Careers based work in tutorial time	Regular input in morning briefings and tutor times, guiding students in applying for university, as well as the various other options open to them.	3,8
	Ongoing	Formal Fridays	On the 1st Friday of each month, students wear business wear in to 6th form. This is to prepare them for how to dress professionally in future.	3,4
	Ongoing	World around you Tuesdays	A series of external speakers are invited in to talk to students about their careers and the fields they work in	2,3,4

Pupils with special educational needs or disabilities (SEND)

The Trust expects that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

The Careers Leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education,

training and employment opportunities, supported internships and transition plans into higher education.

The Careers Leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Access to William Brookes School Careers Programme Information

A summary of the School's careers programme is published on the William Brookes School website, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting the Careers Leader at school.

Assessing the Impact on Pupils

The career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. The impact of the programme's initiatives is measured and assessed by analysing destinations data in line with activities that they have taken part in at school. We will also analyse evaluation and feedback from our stakeholders after providing the following feedback opportunities:

- Parents will be contacted for their evaluation of careers events at the end of each year
- Staff will be given the chance to evaluate the careers programme each year
- Employers and external providers/speakers will be given the chance to evaluate the programme after events they are involved with
- Students will be given the chance to evaluate the careers programme via questionnaires starting at the end of Year 7

Links to Other Policies

This Policy links to the following policies:

Education and Training Provider Access Policy Statement

Safeguarding and Child Protection Policy

Curriculum Policy

Sendf Policy

Policy Statement Monitoring and Review

Monitoring

The Deputy Chief Executive Officer, in consultation with the Headteacher and Career Leader, will monitor the outcomes and impact of this policy statement on an annual basis.

Review

Member of Staff Responsible	Deputy Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	The Education Act 1997

	The Education and Skills Act 2008 The School Information (*England) Regulations 2008 Skills and Post-16 Act 2022 Education (Careers Guidance in Schools) Act 2022
Policy Adopted By	Trust Board
Date of Policy	Autumn Term 2024
Review Period	Annually
Date of Next Review	Autumn Term 2025