



Highshore School

Careers Policy

Overview

At Highshore School students, parents, staff and governors are committed to getting Highshore students into the wider community outside of school. Highshore School's core values are independence, self-help and communication. We will ensure that students are supported to make informed realistic decisions and to choose pathways that suit their interests and abilities.

This policy is designed to follow the principals of the Gatsby benchmark which sets out a framework of good practice:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal CIAG

Aims

The focus of careers education is to enable students to develop an understanding of careers and option choice, raising aspirations and equipping students with knowledge and understanding, skills and attitudes as a foundation for managing their lifelong career and learning.

The school will work towards the eight Gatsby Benchmarks to ensure every student receives comprehensive, tailored and impartial advice and guidance

Links with other Policies

- Teaching & Learning
- Assessment
- PSHE
- Equal Opportunities
- Health and Safety
- Safeguarding Policy

Links with other documents

- Keeping Children Safe in Education
- EHC Plans
- Enterprise Curriculum

Curriculum

The careers curriculum includes:

- Employability and work skills lessons for KS5
- Access to careers events e.g. job fairs.
- Employer engagement opportunities through work place visits, employer led workshops and Business Links Day.
- 1:1 employability and CV writing sessions and with external providers like St Giles Trust.
- Information and research on careers using Job Explorer Database software (JED)
- Work experience opportunities both internally and externally for all students
- Yr14 access vocational Courses via Lewisham College link.

Work Experience

Throughout their school careers all pupils will have access to a work experience placement. All students under the age of 14 will take part in onsite school work placements to enable the work experience coordinator to evaluate their skills and independence. Based on this evaluation, students who are 14+ will have meetings with the work experience coordinator to discuss their interests and skills relating to work placements. The coordinator will aim to find appropriate placements internally or externally.

Placements in KS4 will typically last 1 week or one day over a half term

In KS5, year 13 students will have the opportunity to go on group work placements for at least 1 term with Roots and Shoots or London School of Mosaic or other appropriate organisations.

Year 14 students will also have the opportunity to work at independent placements appropriate to their needs in a number of work sectors based on the student's skills and interests.

When pupils return from work experience, the whole process is discussed and evaluated by staff and pupils. The work experience coordinator will organise meetings with employers to evaluate student progress.

Parents/carers will be regularly informed of placement details and progress.

Equality of Opportunity

Careers education is provided to all students at Highshore. Students are encouraged to follow career paths that suit their interests, skills and strengths, regardless of disability, gender, race or culture.

Management, Monitoring and Evaluation

An important part of the Careers programme is evaluation. It is mainly through evaluation that this policy will develop whilst keeping abreast of national changes to Careers Education, Information, Advice and Guidance (CEIAG).

The Headteacher along with the Careers Leader and SLT have strategic responsibility for CEIAG. The careers provision and strategy is further supported by governors.

The Careers Leader will carry out a regular audit against the Gatsby benchmarks through The Careers and Enterprise Company, "Compass Tracker Tool" to inform SLT and governors on areas for development.

Assessment takes place through verbal feedback/assessment observation, written evaluations from work experience from student/parent carer and employers.

To ensure that the careers provision remains effective and fully meets the needs of all students, this team will conduct an annual review of CEIAG. Which will be linked to School Development Plan (SDP). Any updates based on its outcome will be published on the school website.

Staff Development

Staff training needs are identified yearly. Funding will come from the careers INSET budget.

Community Links

- Southwark Education Business Alliance who provide work experience and enterprise opportunities
- St Giles Trust who provide 1:1 employability skills with the aim of find paid employment.
- Lewisham College – weekly link course for year 14 students
- Local organisations and business who support work experience and provide opportunities for work related learning

Policy written by Nick Clark, Oct 2019

Policy Review

Every 3 Years

Governors' signature: _____

Tulcia A. Field

Date ratified: _____

9/12/19