

# **Smestow Academy**

## **Careers Policy**

**2023-24**

**Review Date: July 2024**



Smestow Academy

## **Rationale**

The school is committed to providing a planned programme of Careers Education, Information and Guidance for all pupils in Years 7-13. Careers will be integrated into the pupils' experience for the whole curriculum and will be based on partnerships with external partners, teachers, pupils, parents and alumni. The careers programme at Smestow Academy will be an essential part in helping pupils to select appropriate 16- 19 pathways. With appropriate support, pupils are able to plan and manage their career path effectively in a changing global world of learning and work, ensuring that progression is both ambitious and aspirational. The programme promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is developed and reviewed annually by the Careers Leader and the Senior Leadership Team through discussions with teaching staff, the Careers Advisor, pupils, parents, governors and other external partners. It is based on current good practice from the Careers Development Institute and is guided by the Gatsby Benchmarks, to ensure best practice and to conform to statutory requirements.

## **Statutory Requirements and Expectations**

From September 2013, the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance.

Careers guidance secured under the new duty will:

- Be presented in an impartial manner
- Include information on the full range of post-16 education or training options
- Promote the best interests of the pupils to whom it is given. Careers education at Smestow Academy follows the recommendations from the Careers Development Institute (CDI) Framework 2018.
- At Smestow Academy we also comply with the Baker Clause giving students access to apprenticeships and technical course information

## **Learner Entitlement**

The Smestow Academy Careers Programme is committed to providing all pupils in Years 7-13 with a programme of activities which are planned and coordinated with opportunities to measure learning outcomes. The careers programme is designed to meet the needs of all pupils at Smestow Academy. We aim to equip our pupils with the knowledge, understanding, skills and personal qualities to plan and manage their career progression through learning and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to the stages of career learning, planning and development. The programme is also linked to our Academy Development Plan. At Smestow Academy we work in partnership to help every pupil achieve their full potential and listed below is the pupil entitlement for careers.

## **Careers Pupil Entitlement**

- I. Careers Education, Information and Guidance that meets professional standards of practice.

2. A careers programme that will raise aspirations, challenge stereotypes and promote equality and diversity.
3. Support in making ambitious, well-informed and realistic decisions.
4. Access to impartial and independent information and guidance about the range of education and training that are most likely to help pupils achieve their ambitions.
5. The Careers Adviser is available every week and appointments can be booked via our website.

### **Careers Hub**

Smestow Academy is proud to be a member of Careers Hub. We work with the local consortium of colleges and business leaders to share best practice and help all colleges work towards achieving the Gatsby Benchmarks. Our business partner is Carol Codner.

### **The Gatsby Benchmarks**

Smestow Academy has adopted the Gatsby Benchmarks because they are judged to be an outstanding system for career guidance.

More information can be found here: <https://www.gov.uk/government/news/careers-guidance-for-modern-country-unveiled>

#### **Benchmark 1: A stable careers programme**

- Smestow Academy will measure and assess the impact of its own careers programme using the Gatsby Benchmarks and the Compass+ tool, as well as using our own internal tracking systems. We regularly evaluate our programme using opinions of providers, pupils, staff and parents.
- The Senior Leadership Team support the careers programme, with the Careers Leader being line managed by a member of the Senior Leadership Team to promote and champion the programme in weekly leadership meetings.
- Resources have been allocated to enhance the careers activities we can provide.
- A dedicated area of the school's website details useful and up-to-date information for use by pupils, parents and teachers.
- Our Provider Access Policy is also published on our website for the benefit of employers and educational establishments.

#### **Benchmark 2: Learning from careers and labour market information**

- Pupils will be informed of updated LMI information through their personal development lessons, annually through assemblies and in their individual careers interviews.
- LMI is included in careers displays in school.
- Staff will be kept up-to-date in annual CPD careers sessions.

- Employers visiting the school and trips to providers help to contribute to the delivery of LMI information.
- LMI information will be disseminated to parents at key pathway evenings and through the school's website.

### Benchmark 3: Addressing the needs of each pupil

- Our Careers Programme is designed to support our pupils into the career pathway of their choice. Each student will have tailored advice and support at key transition points.
- We aim to raise the aspirations of all of our pupils, encouraging them to consider a range of pathways at post 16 that will help them to access Higher Education, Higher Apprenticeships and Degree Apprenticeships at post 18.
- We challenge career stereotypes through our personal development programmes and setting examples through our visiting employers.
- The school keeps an accurate record of all of our pupils' careers experiences and uses this to tailor and target future support. We also use Compass to help our pupils access a record of these experiences.
- A detailed database with all pupils' career aspirations allows us to carefully target our invites for careers activities but most are open to all who choose to sign up.
- Our Alumni Network is growing so that we can track the destinations of our pupils and use this to inform and evaluate our careers programme.
- Our SEND pupils receive targeted support from our Careers Adviser.

### Benchmark 4: Linking curriculum learning to careers

- We aim for a whole school approach to careers where careers staff, teachers and pastoral staff help to support our pupils as they navigate their career pathways.
- Each department has a dedicated careers display.
- Subject departments are encouraged to develop links with local employers and universities and use these to create new opportunities for pupils within lessons or for educational visits to workplaces or higher education providers.
- An annual CPD session for all teaching staff will be introduced to support staff on how to deliver careers through the curriculum.
- Each year group has a series of PSHE lessons dedicated to Careers, which are tailored to the different stages of their career learning.
- We aim to provide as many opportunities as possible for pupils such as trips, speakers and activities.

### Benchmark 5: Encounters with employers and employees

- We are building a network of local employers, many of whom regularly return to support the school each year.
- All pupils attend our annual Careers Fair where they meet a range of employers.
- We aim to provide our pupils with opportunities to take part in events with employers throughout the year
- We are currently building an Alumni Network which allows us to create a variety of encounters for our pupils and enriches the delivery of our careers programme.
- Designated SEN pupils attend a special Speed Networking event with a range of employers.
- Year 10 will have a dedicated Employer Insight assembly, CV preparation sessions in personal development and mock interviews.
- Year 11 will have mock interviews with the support of some employers.
- Sixth Form students will take part in a Networking Event with our Alumni.

#### Benchmark 6: Experience of workplaces

- Year 12 pupils take part in a full week of work experience.
- Year 9 pupils have the opportunity to take part in Take Your Child to Work Day.
- Any pupil who wishes to gain voluntary work is also encouraged and supported to do this in their spare time.
- Our structured placements include preparatory assemblies with our career lead to ensure that pupils get the most out of the experience.
- We value the opportunity for our pupils to not only experience the workplace through work experience but also to develop essential confidence, communication, perseverance and resilience skills when trying to source these placements.
- Year 7 and 8 pupils take on the job role of Duty Monitor for a day in school, supporting their head of house/house PA.
- Year 11 and 12 pupils are encouraged to take part in sessions with our EA from Higgs, which includes valuable voluntary work placements and scholarships.
- Pupils have many opportunities to take on leading roles within school that give them a taste of a working dynamic e.g. Prefects, School Council, Form captain

#### Benchmark 7: Encounters with further and higher education

- The school has built up contacts with a full range of local and national providers and uses these contacts to help inform our pupils of all of the options available to them. This is done through a range of activities both on and off site.
- All pupils attend our annual Careers Fair with a full range of options presented: universities, colleges, apprenticeships, employment, training providers, technical education providers etc.

- We have visits from universities and take every sixth form student on at least 1 university visit. Our aim is to provide a university experience for all Year groups.
- Personal development sessions and assemblies help pupils to explore all of their options.
- Parents are kept informed at Progress Evening events.
- Year 12 pupils are also encouraged to attend Open Days in the summer term and are granted authorised absences to allow for this.
- Year 11 pupils take part in contingency careers sessions to help them make their final crucial decisions. This includes advice session from the range of options ahead of them and a taster day at either the Sixth Form or a local College.
- Year 12 pupils attend higher education fairs to reach an even wider range of university and apprenticeship providers.
- Summer Schools are also advertised and encouraged amongst our Year 12 pupils.
- Pupils in Year 11 and 12 are also encouraged to take part in events with our partners, which includes a university taster experience.
- Year 9 pupils and parents are given up-to-date information as part of their Pathways Programme when selecting GCSE options. We also deliver an annual Year 9 options evening for parents.

#### Benchmark 8: Personal guidance

- Every pupil will have had at least one interview with our Careers Adviser by the end of Year 11. Every pupil has an Action Plan.
- Every student will have had at least one appointment with our Careers Leader in Year 13. Students receive extensive tailored UCAS and Apprenticeship application support. We plan to offer mock Interviews, including group interviews and assessment centre scenarios with our Assistant Head of Sixth Form.
- These sessions often occur much more than once and are impartial and conducted by staff.
- Every pupil has the opportunity to book a Careers Interview on request.
- Targeted careers interviews take place for those with the most need and requests from pastoral staff, tutors and teachers are also prioritised.