



St Ursula's Convent School

A Humanities College and Teaching School

CAREERS INFORMATION EDUCATION AND GUIDANCE POLICY

Mission Statement

Our Mission is to ensure that every individual achieves their potential through the pursuit of academic excellence and the nurturing of their gifts and talents. To create a caring Catholic community; allowing everyone to develop and share in the love of Christ; serving the world of today and tomorrow through the relationships we make and the service we provide to others.

This is linked to our Careers Vision which is;

To inspire and equip our young women to aspire to greatness in any field of their choice and broaden their visions in the world of work.

1.1 Policy links to School mission, aims and values

All of the work of St Ursula's Convent School is intended to support the delivery of our mission statement in full. This policy specifically relates to:

- Ensuring every individual achieves their full potential
- Pursuing academic excellence and nurturing gifts
- Providing for an entitlement to high quality careers advice and guidance which supports student progression beyond KS4: 1:1 interviews in yer 11, small, focus groups in year 10, group

interviews in year 9 and disadvantaged students offered extra support

- Providing for an entitlement to high quality careers information advice and guidance which supports students to make positive choices for subjects to for further study at appropriate times
- Providing a range of wider careers activities offering the opportunity to learn about choices to study and the world of work
- Supporting students to avoid being not in employment, education or training (NEET)

1.2 Commitment

St Ursula's is committed to providing a planned programme of careers education, advice, guidance and business engagement for all students in years 7-11. The school endeavours to follow the CDI Framework for careers, employability and enterprise education(2018), the Gatsby Benchmarks as detailed in the Good Careers Guidance Report by Sir John Holman,and the DfE Careers Strategy issued in December 2017,and other relevant guidance from the DfE and Ofsted.

The provision meets the DfE Statutory Guidance issued in January 2018.This policy was developed and is normally reviewed biennially through discussions, evaluation and monitoring with teaching staff, the school's careers advisor, students, parents and governors.It supports and is underpinned by key school policies, including those for teaching and learning, assessment, recording and reporting achievement, PSHE, equal opportunities, health and safety and SEND.

The careers and business engagement programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

A provision is made for careers education information, advice and guidance that meets professional standards of practice and is person-centred and holistic, impartial and confidential.

It is integrated into students' experience of the whole curriculum and is based on a partnership with students and their parents or carers.

There are particular groups (year 9 and 11) who have an entitlement to group and a one-to-one guidance interview with the Careers Advisor.

1.3 Roles and Responsibilities

At St Ursula's, the careers programme is managed by the Careers leader supported by the SLT link to Careers; and delivered by teaching staff as part of the PSHE programme.

We employ the services of an external IAG provider, Prospects, which is providing 1:1 interviews with all year 11 students and group sessions to all year 9s in preparation for their option choices.

Careers is fully embedded in the curriculum with all teaching staff contributing to the careers education provision through their roles as form tutors and subject teachers.

The careers programme is planned, monitored and evaluated in consultation with the Senior Leadership Team and the careers advisor who provides specialist careers guidance.

Careers information is available in the careers leaders office, in the geography department.

Careers events are promoted throughout the school using email to relevant staff and students and screens in the foyer and reception, in our weekly newsletter to parents and on our social media platforms.

Careers Champions are also used to advertise and promote events such as National Careers Week and our Talk Series.

The careers programme includes monthly careers education sessions, career guidance activities (group work and individual reviews), information and research sessions using the START profile platform, work related learning, and individual learning in PSHE

activities. Other focused events, for example visits to HE establishments, FE events, mock interviews, Apprenticeship events are planned on an annual basis. Students are actively involved in the planning, delivery and evaluation of activities and career learning is assessed using outcomes based on the National Framework.

Supporting Documents

Gatsby Report Good Careers Guidance in Schools

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

Statutory Guidance

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Careers Strategy

<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

CDI Framework for careers, employability and enterprise education

<http://www.the CDI.net/write/BP556-CDI-Framework-web.pdf>

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