



STRATFORD GIRLS' GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Careers Education, Information, Advice & Guidance

Disclosable under Freedom of Information Act		Yes
To be published on website?	Non-statutory	Yes

Policy ownership	
Governor committee:	Education
Department responsible:	Careers
Post-holder: (title and name)	Careers Lead, Jon Blackwall
Linked procedures	PSHE, Equal Opportunities, SEND, T&L.
Responsible person:	Jon Blackwall
Implementation date:	Sept 2023
Planned review interval:	Every three years in September
Planned next review date:	September 2026

Introduction

Intent

At SGGS we believe in developing our young people's understanding through presenting them with opportunities to experience the world beyond school. Modern careers guidance is as much about inspiration and aspiration as it is about advice. Careers Education, Information, Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life in order to help them to make a successful transition to adulthood, no matter what the career path. This includes supporting young people to achieve their full potential; empowering them to plan and manage their own futures; providing comprehensive information on all options; raising aspirations; promoting equality, diversity, social mobility and challenging stereotypes, whilst also enabling them to sustain employability and achieve personal and economic well-being throughout their lives.

Commitment

At Stratford Girls' Grammar School, we are committed to our statutory duty to secure independent and impartial careers guidance for Years 8-13. This document sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and the Baker Clause, January 2018.

Stratford Girls' Grammar School is committed to:

- achieving a range of outcomes for young people including the careers and work-related outcomes outlined in the CDI Framework, as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills. (<https://www.thecdi.net/New-Career-Development-Framework>)
- maximising benefits for students by using a whole school approach involving parents, carers, employers and other relevant local agencies.

In addition, the school is committed to ensuring that our CEIAG advice:

- is presented in an impartial manner
- includes information on the range of education or training options, including apprenticeships and other vocational pathways
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given
- meets the eight GATSBY benchmarks against which we annually review¹.

Objectives

Students' Needs and Entitlement

The careers programme is designed to meet the needs of students at Stratford Girls' Grammar School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development, and is tailored, as required, to meet the needs of any individual with disabilities and/or specific issues to be totally inclusive.

Students are entitled to careers education, information, advice and guidance that is impartial, and advice and guidance that is confidential. CEIAG is, therefore, integrated into the students' experience of the whole curriculum based on a partnership with students and their parents or

¹ Evaluation happens termly using Compass + in conjunction with the Enterprise Coordinator

carers. Our careers programme will promote equality of opportunity, inclusion and diversity, and cover the needs of both groups and individuals.

Students in Years 8 to 13 are entitled to:

- find out about technical education and apprenticeships opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- understand how to make applications for the full range of academic and technical courses.

Our careers policy is written in consultation with the Enterprise Coordinator, Enterprise Advisor, Careers Link Advisor, Careers Link Governor and Coventry and Warwickshire Careers Hub Link.

Implementation

Leadership and Management

Leadership and management are secured through the 'Careers Team', which includes:

- Deputy Head and Careers Lead who has strategic responsibility for Careers, coordinates the day-to-day delivery of the careers programme and line manages the Careers Coordinator
- Careers Coordinator who administers the careers and work experience programme, offers associated support and guidance to students, and maintains the careers library. The Careers Coordinator also works with the Head of Sixth Form and Sixth Form Administrator to coordinate the UCAS programme, and with the PSHE Coordinator to inform the PSHE curriculum in Key Stages 3 and 4, as well as in the Sixth Form
- there is also a link Governor for Careers.

Staffing

All staff are expected to contribute to delivery of careers through their roles as tutors, subject teachers. This includes careers links through taught subjects, careers related support and advice as tutors and referring to the Careers department as and when necessary.

Curriculum

The careers programme includes careers education lessons (through PSHE and subject curriculum), careers related activities (visits, conventions, speakers etc), careers guidance (including a self-referral system, planned groups and individual consultations and through use of TEAMS / Unifrog), work related learning (including work experience), information provision and events (e.g. Higher Education Evening, newsletters, biennial SGGs Careers Fair).

Partnerships and Provider Access

The School will comply with the new legal requirement to put on at least six encounters with a range of partners to deliver the careers programme, including employers, Higher and Further Education providers, Apprenticeship providers, Careers Hubs, Enterprise Advisors, parents/carers and external careers providers and agencies. This will be done through a range of activities including assemblies, PSHE and other events.

A provider wishing to request access can use the dedicated careers mailbox: careers@sggs.org.uk or can contact one of the following people:

- Mrs Hannah Lardner, Careers Coordinator, lardner.h@sggs.org.uk [mailto:](mailto:lardner.h@sggs.org.uk)
- Mr Jon Blackwall, Deputy Head and Careers Lead, blackwall.j@sggs.org.uk

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity, and the opportunity to leave relevant literature in the Careers library.

Our Careers programme offers providers an opportunity to come into school to speak to students and / or their parents e.g. biennial Careers Fair held in the Spring Term which is open to Years 8 upwards or the Higher Education Evening for Year 12 which is also held in the Spring Term. There is also the opportunity to participate in the Speaker Programme which runs throughout the year.

Parents / Carers

A dedicated email account is set up for communicating about careers (careers@sggs.org.uk). All parents are given a briefing in Year 9 and Year 12 on CIAG and Unifrog, and given their own log in to the site. The Careers newsletter, school twitter feed and end of term newsletters are used to keep parents informed of developments and opportunities.

Resources

Funding is allocated for careers to cover internal needs and access to information (e.g. Unifrog license), CPD opportunities and commissioning of external sources. The School will also provide designated space for confidential individual guidance, group sessions and research to ensure the successful implementation of this policy.

The Careers Coordinator oversees the purchase of resources to ensure they meet the needs of the students.

The dedicated Careers Channel on TEAMS provides a channel to push out opportunities and information to students on a wide variety of careers.

Staff Development

Staff training needs are identified as part of the CPD programme and the School will endeavour to meet training needs within a reasonable period of time. The development of Careers education and CEIAG within departments has been a key focus of the SIDP in recent years.

Monitoring and Review

The Careers Lead and Careers Coordinator regularly review the quality of provision. Student voice, destinations, event evaluations and other internal QA is used.

In addition, destinations of students are analysed in terms of all key groups and ethnicity to inform future IAG that may be needed.

Appendix 1:

Maintaining partnerships.

A successful careers programme is based upon a rich and varied range of partnerships. Strategic development of links covering high quality careers pathways and destinations is vital to meet the needs and aspirations of our students.

In order to ensure this happens we work in close partnership with the local Careers Hub, Coventry and Warwickshire L.E.P, Enterprise Coordinator and Advisor, the alumnae network, local businesses, a wide variety of HE providers, and local schools including some dual provision.

These partnerships are maintained through a regular programme that is reviewed as part of the annual cycle.