



# Blue Coat Church of England Academy

## Careers Policy

|                                    |                   |                |
|------------------------------------|-------------------|----------------|
| Date:                              |                   | December 2020  |
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| Ratified by the Governing Body of: |                   |                |
|                                    | Signature         |                |
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| Review date:                       |                   | December 2023  |

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*"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future."*  
Jeremiah 29:11

At Blue Coat Church of England Academy, we live out our school motto *Respice Prospice (Look Back, Look Forward)* by establishing a harmonious learning community grounded in the distinctly Christian values established in biblical teaching and the foundation of the school through its' long and proud history. A strong Christian ethos underpins all the work of the Academy with a strong emphasis on developing faith, including for those who are not from a Christian background. Five key values underpin the school's ethos and all aspects of its work: wisdom, endurance, service, kindness and hope.

Our vision is centred on achieving the highest standards of achievement and aspiration for all students through the provision of a distinctive and inclusive Christian learning environment where the uniqueness of each individual is celebrated, nurtured and realised. Every member of the school community is encouraged to develop, flourish and achieve, and to become full contributors to society as confident, learning, adaptable and caring individuals.

## **Rationale**

The Blue Coat Church of England careers education programme provides our pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

All students are able to navigate their options to make informed choices regarding their future destinations. Students have a clear understanding of the options available to them and they aim high. Students develop the skills needed to be successful throughout their life leading to meaningful employment with job satisfaction and have the skills and abilities required to be able to adapt and evolve throughout a working lifetime to achieve better jobs and gain greater earning potential.

## **Context**

At each transition point (Year 11 and Year 13) we ensure that appropriate advice and guidance is available, including information and support regarding the range of progression pathways available apprenticeships, employment or re-commencement of study with another provider.

Blue Coat Church of England Academy is committed to ensuring our careers provision educates, informs and provides advice and guidance to enable students to make informed choices regarding their future. We encourage students to consider future pathways as soon as they start with us in Year 7. We provide regular opportunities through Personal Development days, form time and focus days to provide opportunities that link to the 8 Gatsby Benchmarks and help guide students to the future or career of their choice.

The Gatsby Benchmarks

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

## **Aim**

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

## **Objectives**

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- are equipped with the necessary decision-making skills to manage those same transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments
- experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is

necessary

## **Provision**

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught Personal Development programme in Years 7 through to Year 13. Careers information is available both in the Learning Resource Centre and in digital format via Unifrog, a platform which provides access to information on apprenticeships, universities, the labour market, career pathways and UCAS applications.

At Key Stage 3, this includes careers library research with an aim to raise pupil aspirations, exploring stereotypes in the workplace, researching the history of the workplace, and developing personal, social and employability skills. Assemblies and a parent and pupil information evening on choosing options are also provided.

At Key Stage 4, pupils continue research into careers and pathways into the sixth form and higher education. They develop skills in CV, letter writing, presentations and interviews. This includes a mock interview with an employer, supported by a parent information evening; assemblies on apprenticeships and A-level options and an A-level options evening for parents and pupils. Individual interviews are held with an independent careers practitioner, who also provides guidance on apprenticeships.

At Key Stage 5, a series of careers lectures are delivered from universities and employers. Some of these lectures, together with form time, are devoted to the topic of UCAS applications and interview skills. In addition, Year 12 has a week of work experience; pupils are involved in voluntary community and charity work. Individual careers interviews are held with an independent, Level 6 qualified careers practitioner.

## **Roles and responsibilities**

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area.

A range of connections between Higher education providers and employers are forged and developed to support the curriculum through KS3 to 5.

Careers team

Mrs R. Devlin: SLT lead and strategic lead for careers

Ms. L. Drewett:

Mr R. Edwards:

Mrs C. Facey: Independent Careers Advisor:

## **Monitoring, Recording and Evaluation**

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as following work experience and mock interviews during Year 10. Pupils develop a profile on Unifrog through which their activities and skills development can be recorded and monitored by staff including form tutors and the careers coordinator. All participants in the programme complete surveys following key events including pupils, parents and employers. Leavers' destination information is also analysed.

## **Careers and SEND provision.**

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate. Our independent careers adviser has a specialist interest in provision for pupils with special educational needs.

Pupils with SEND have an interview with the internal careers leader in Year 8 before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Pupils can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service.

The SENDCO meets with parents/carers to discuss option suitability where individual need is likely to have an impact on choices made during the option process. The SENDCO supports work experience placements, ensuring that providers are aware of individual needs, in order to promote a positive experience.

## **Entitlement**

All students will take part in a careers programme through the Personal Development Curriculum which includes drop-down Personal Development days, form-time and assembly programme in years 7-13 that helps them to:

- Understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Access relevant information and learning from taster activities and experience of work (year 12)
- Provide feedback and ideas on how to improve the careers programme.
- Have access to, and support with using careers information that is both timely and

easily accessible, including information from other providers, the internet, the library and sixth form which is unbiased and up to date. (we need a careers hub – I also have the college list we need to put somewhere)

- All students in year 11 and 13 will obtain careers guidance from an independent careers adviser that is: impartial, confidential, focused on their individual needs and is fit for purpose, supportive of equal opportunities, provided by people with relevant training and expertise

Students are able to arrange a personal interview with the school's independent careers advisor by using the careers email address [careers@bluecoatacademy.org](mailto:careers@bluecoatacademy.org)

Students in Years 8-13 are entitled:

To find out about technical education qualifications 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.

To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.

To understand how to make applications for the full range of academic and technical courses.

All students will have the opportunity to talk to and hear directly from providers of post-16 and post-18 options, including technical educational qualifications and apprenticeships. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **Partnerships**

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with the Careers Enterprise Company, local employers, parents/cares and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This involvement enhances the provision of work experience placements, careers talks, careers fair and mock interviews. In addition, we work closely with universities and the local F.E. colleges. We always strive to expand and improve our contacts. Governors are regularly updated on the careers programme through the Principal's termly report.

## Management of Provider Access Requests

As part of our commitment to informing students of the full range of learning and training routes available we consider requests from training providers, vocational education routes and apprenticeship providers to speak to students and will also approach these partners ourselves when planning organising key CEIAG events throughout the school year. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. In the first instance, requests by providers should be sent to designated Careers Leader Mrs R Devlin at [st-devlin-r@bluecoatacademy.org](mailto:st-devlin-r@bluecoatacademy.org)

All requests should be emailed at least 6 weeks in advance of an expected date for the planned session. All requests will be given due consideration from the designated Careers Leader and Senior Leadership Team. Requests will be refused if:

- they impinge on student's preparation for public or internal exams
- they clash with other planned school events
- the school is unable to provide staff to support the event
- rooming is unable to be found due to timetabling clashes

Students in years 9, 11, 12 and 13 will also have access to details of open days at 14-19 institutions, sixth form and F.E. colleges, universities. In addition, the independent careers advisor, Mrs C Facey ([st-facey-c@bluecoatacademy.org](mailto:st-facey-c@bluecoatacademy.org)) will also share information about open days and courses offered by other providers in interviews with students during guidance appointments.

The school will make classrooms or a suitable meeting room available for discussions between providers and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the learning resource centre (LRC) which is available to all students at break and lunch times as well as before and after school.

A number of opportunities exist within the CEIAG programme which may be suitable for providers to visit the school to speak to students. These include:

| Events                       | Description   |
|------------------------------|---|
| WoW<br>Wednesdays            | Students opt-in to hear more from providers and employers about their role and the opportunities available. Also offers opportunity for informal Q and A for students   |
| Assemblies                   | A formal opportunity to speak to students regarding offer. Assemblies within themes and appropriate weeks relevant to students will be considered e.g. National Careers Week  |
| PD days                      | Three days each academic year the timetable is collapsed for personal development and an alternative curriculum based on PSHCE and CEIAG. A formal or informal gathering with certain year groups or students could take place at this time |
| Careers Fair                 | KS3<br>KS4<br>KS5<br>Around transition points students have an opportunity to explore available options including technical, vocational and apprenticeship routes as well as FE and HE providers.   |
| Y12 Futures Week             | A formal opportunity to share non-academic routes with Y12 students as part of a week of exploration in terms of available next steps and opportunities for Y12 students.   |
| Y13 Post 18<br>Options Event | Y13 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.   |
| Y11 into 12<br>Options Event | Y11 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.   |
| Y9 into 10<br>Options Event  | Y9 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.  |

Dates for each of these events are published on the school website for each academic year.

### Links to other policies

- PHSE Policy
- Provider Access Policy