



Careers Policy

Reviewed by	Kerry Taylor, School Principal
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Approved by:	Tracey Storey, CEO

Introduction

Highgate Hill House School is committed to providing careers education, information, advice, and guidance to learners through the curriculum and organised activities. The school is committed to fulfilling its statutory duty to secure *independent and impartial careers education, information, advice, and guidance (CEIAG) for young people in Years 8-13 under Section 29 of the Education Act 2011 (Section 45A of part VII of the Education Act 1997)*. This policy also reflects the *careers guidance and inspiration in schools' statutory guidance for governing bodies, school leaders and school staff, March 2015, and January 2018*.

A programme of careers education is delivered through personal, social, health, educational and economic education (PSHE). The programme is designed to build upon previous knowledge through activities that are appropriate to the learner's stages of career learning, planning and development.

The school has a designated member of staff who is in charge of ensuring the careers programme is high quality and meets the statutory requirements.

The Gatsby Benchmarks are used in order to evaluate and monitor Highgate Hill House School's careers provision and the school uses the Compass evaluation tool on a termly basis to evaluate the provision.

Highgate Hill House School actively ensures learners and parents/carers have access to information throughout the year through events such as parents' evenings and termly reports.

The school uses destination data to assess how successfully learners make the transition into the next stage of education, training, or employment.

Aims

Highgate Hill House School aims to promote careers education, information, advice, and guidance to all learners for them to progress in their learning and work. It is part of the vision and mission of Highgate Hill House School that all learners have a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic well-being throughout their lives.

Partnerships

The school works in partnership with Careers Southwest to deliver careers education, information, advice, and guidance to learners. The aim is to improve the educational experience of children and young people in our schools and colleges and prepare them for the opportunities, responsibilities and experiences of later life and ensure that all learners develop the knowledge and skills for successful progression in education and employment. Highgate Hill House School hosts visitors from the business world or visits to workplaces.

Entitlement

All learners are entitled to CEIAG that is impartial and confidential. Careers education is provided to all learners from Year 8 to Year 11. It is integrated into their experience of PSHEE, enrichment and the whole curriculum. It is delivered and supported by tutors and subject teachers.

High quality, impartial careers guidance is provided through a service level agreement with Careers Southwest.

Learners are encouraged to follow career paths that suit their interests, skills, and personal qualities with the absence of stereotypes. The programme has equality of opportunity, diversity, and inclusion, whilst promoting the best interests of the learner to whom it is given.

Provision at KS3 and KS4

The following key areas are promoted throughout KS3 and KS4:

- Self-development – assessing learner's strengths and weaknesses to inform future learning and work choices to develop positive self-esteem and confidence.
- Supporting inclusion, challenging stereotyping, and promoting equality of opportunity.
- Developing enterprise and employment skills.
- Meeting the needs of all learners through appropriate differentiation.
- Learners to focus on their future aspirations.
- Involving parents and carers.
- Employer engagement so that learners' attitudes and employability skills can be developed.

All careers information provided includes the full range of post-16 education or training options, including apprenticeships.

Learners can explore career choices through the careers PSHE units; CIAG websites such as the National Careers Service, UCAS, Apprenticeships, GOV.UK and Career-pilot; books, leaflets and prospectuses in the careers Library, posters, and access to impartial careers advice from the career's adviser.

CIAG is integrated into Highgate Hill House School's PSHE Jigsaw programme with specific units in focusing on employability skills, career options and labour market information.