



Careers Education, Information, Advice and Guidance Policy

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
School/ MPE	CLES		Full Board	Feb 2022	Feb 2024	Yes

"Excellence Every Day"

Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

Values

- **Excellence**
We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- **Respect**
We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- **Responsibility**
We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- **Resilience**
When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- **Ambition**
Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success



General Statement

The Careers Education, Information, Advice and Guidance provision (CEIAG) at John of Gaunt School aims to support students in making informed choices about their next stage of education, employment and training. Students should leave school with the necessary skills, knowledge and self-awareness needed to prepare them for all opportunities outside of school so they can transition successfully with long lasting career management skills.

The school is committed to preparing students to manage their future education and career path through a strong programme of CEIAG and work-related learning. Our programme is developed around the Gatsby benchmarks for best practice in Careers Guidance (2014) and to meet the requirements of the Department for Education’s statutory guidance 2018.

Aims

We aim to:

- prepare students with the necessary skills to make successful transitions into employment or further and higher education
- support students to achieve their full potential
- equip students to be able to plan and manage their own futures
- provide students with updated and impartial information about all opportunities available to them at key option stages (in our school that’s Year 9, Year 11 and Year 13)
- raise aspirations, promote equality, diversity, social mobility and challenge stereotypes
- help students develop self-awareness in order to realise their full potential

Our aims are also encapsulated by the six learning areas of the Careers Development institute:

The six learning areas





Provision

Our careers related learning programme for years 7-13 is delivered through a range of activities including:

- Timetabled careers lesson within fortnightly PSHE/PEC and tutor time
- Visits to Further Education and Higher Education Institutions *such as year 9 Campus Trip and year 11 and year 12 residential to Bath University. Year 10 College campus tours.*
- Work Experience placements in Years 10 and Year 12 (*where possible*)
- Annual Careers Fair
- Employer talks during assemblies and subject specific lessons *such as Year 7 Careers in Maths project including visits to employer such as Wiltshire council*
- Careers related learning sessions through whole school activities days and external trips
- Apprenticeship information and advice sessions
- Access to employer taster events such as the MOD/NHS *in person and virtual*
- *Careers updates in school newsletter and website*
- Involvement from Alumni where possible
- Options evening
- 1 to 1 careers guidance
- Careers drop-in sessions
- Computer aided guidance packages such as CareerPilot

Roles and Responsibilities

PSHE staff deliver careers content through timetabled lessons. Careers is built in within the PSHE curriculum so all year groups are exposed to it throughout the year. Subject teams are encouraged to identify careers related activities and knowledge within their subject, and reflected in their schemes of work. Speakers and visits are arranged where possible. Every member of our school community has an input and impact on student choice and futures.

Careers Team

Mark Perraton is our Careers Lead and Head of PSHE mperraton@jogschool.org

Elaine Baldwin is our Work Experience Coordinator ebaldwin@jogschool.org

Linda Baines is our Assistant Head: Head of Sixth Form and the SLT link for careers
lbaines@jogschool.org

Amanda McClean is our Link Governor for Careers amcclean@jogschool.org



Brian Francis and Viv Candy-Cornish are our Careers Advisers bfrancis@jogschool.org vcandy-cornish@jogschool.org

External Support

In order to enhance our provision, we are part of the Swindon and Wiltshire Careers Hub and through this, we have support from an Enterprise and Skills Officer an Enterprise Adviser (this is a volunteer from business) and ASK (Apprenticeship Support and Knowledge for Schools). We are part of the Western Inspiration Network (UniConnect) and have close links with local employers, Bath University, Gloucester University, Bristol University, UWE, The Royal Agricultural University, Bath College and Wiltshire College. We have an annual careers event that involves many local and national employers and training providers.

Where possible, we have involvement from Alumni.

We always try to develop our contacts to support our provision.

Parents and Carers

The school careers adviser(s) will be available for booked appointments at Year 11 and Year 9 subject evenings as well as at GCSE options evenings. E-mail and telephone requests are also supported and encouraged, as well as Teams meetings as and when needed. Regular careers related information and events also feature in the school's newsletter. Support is also offered on A-level and GCSE results days. Parents are also able to attend a careers interview with their child. Careers interviews are promoted to all year groups.

Provider Access Policy (The Baker Clause)

A provider wishing to request access should contact Mark Perraton, Careers Lead, telephone number 01225 762637, email mperraton@jogschool.org

Monitoring, Review and Evaluation of CEIAG Programme

We monitor and evaluate through use of the following:

- Three times a year, we evaluate our provision against the Gatsby benchmarks using the Careers and Enterprise Company's evaluation tool (Compass). Using this tool allows us to identify areas for further development and facilitates further improvement.
- Student evaluations happen through surveys such as google forms and student voice.
- External provider feedback
- Staff feedback
- Review of careers education in PSHE
- Annual careers review with the careers department