



## Careers Education, Information, Advice and Guidance Policy

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review	Website
ALY/LBA	CLES	7/2/2022	FULL BOARD	7/2/2022	Feb 2023	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.

#### **Ethos and Culture**

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

#### **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

### **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
- Encounters with Further Education and Higher Education Institutions
- Work Experience placements in Years 10 and Year 12 (*where possible*)
- Annual Careers Fair
- Employer talks during assemblies and subject specific lessons
- Careers related learning sessions through whole school activities days and external trips
- Apprenticeship information and advice sessions
- Access to in-person or virtual employer taster events such as the MOD/NHS
- Involvement from Alumni where possible
- Options evening
- 1 to 1 careers guidance
- Careers drop-in sessions
- Computer aided guidance packages such as CareerPilot and Start profile.

### **Roles and Responsibilities**

PSHE staff deliver careers content through timetabled lessons. 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**

- Amy Lynch is our Careers Lead and our Impartial Careers Advisor
- Elaine Baldwin is our Work Experience Co-ordinator
- Mark Perraton is our Head of PSHE (careers education happens within PSHE lessons)
- Linda Baines is our Assistant Head: Head of Sixth Form and the SLT link for careers
- Amanda McLean is our Link Governor for Careers

### **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 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. Regular careers related information and events also feature in the school's newsletter. Support is also offered on A-level and GCSE results days.

### **Provider Access Policy (The Baker Clause)**

A provider wishing to request access should contact Amy Lynch, Careers Adviser, telephone number 01225 762637, email [alynch@jogschool.org](mailto:alynch@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
- Parent Feedback
- Review of careers education in PSHE