

# Larkmead School Careers Policy

## 1. Title

Policy Statement for Careers Education, Information, Advice and Guidance (CEIAG) at Larkmead School.

## 2. Vision and values

Larkmead School believes that every individual should be prepared for the opportunities, responsibilities and experiences of adult life, and that this preparation should be an important and distinctive element of the curriculum. A CEIAG programme of activities supports young people in choosing pathways that suit their interests and abilities and will help them sustain employability throughout their working lives.

## 3 Statutory requirements and expectations

Larkmead School is committed to providing students with a programme of careers education, information, advice and guidance for all in Years 7-13. The school endeavours to follow the CDI framework for careers, employability and enterprise education 2020, The Gatsby Benchmarks, and the statutory careers guidance duty.

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Records and Reporting Achievement, Citizenship, Personal, Social, Health and Economic education (PSHE), Personal Development Curriculum (PDC), Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted and Talented and Special Needs.

## 4. Learner entitlement

In brief:

**Year 7** – Students work to develop a better understanding of themselves as learners, develop aspirations and have some understanding of what the world of work may require of them.

**Year 8** – Students will be able to access different sources of information and use it to develop further plans and to develop skills for the future.

**Year 9** - Students will have a greater understanding of how KS4 choices affect their aspirations and will be able to match skills/abilities to the changing world of work.

**Year 10** – Students will develop the recognition of their abilities, attributes and achievements especially through the process of securing and completing a work experience placement to help inform their future plans.

**Year 11** – Students learn about the full range of options available to them at the end of KS4 and the support available to them to achieve their goals.

**Year 12/13** - Students learn about the full range of options available to them at the end of KS5 and the support available to them to achieve their goals.

Below is an overview of the careers related opportunities students have during their time at Larkmead:

Activity	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12/13
Access to Careers Resource Centre (CRC)	X	X	X	X	X	X
Step up Programme	X	X	X	X	X	
Access to Adviza	X	X	X	X	X	X
Careers Fair	X	X	X	X	X	X
Enterprise Activities		X		X		X
Work Experience		X		X		X
Careers in PDC	X	X	X	X	X	X
Industry talks	X	X	X	X	X	X
Options presentations		X	X		X	X
University Visits			X	X	X	X

Each student can access a copy of the entitlement statement via e-praise, and there is also a copy on our school website for parents and employers.

## 5. Management and delivery

We recognise the important of putting in place effective arrangements for the management and delivery of the programme. The Careers Lead co-ordinates the careers programme and is responsible to the Headteacher and line manager. This area is supported by a link governor. The Careers Lead is responsible for the co-ordination of work experience programmes, enterprise activities, oversees the careers information library & ICT based software packages. The Careers Lead is the link for National Citizenship Service & National Careers Service and works closely with line managers of PDC KS 3/4 and head of KS5 along with Director of Learning's Curriculum.

All staff are responsible for information and advice and/or contribute to the careers programme through their roles as tutors, deliverers of PDC and subject teachers.

The careers programme is planned, monitored and evaluated by the Careers Lead

**Staffing information:**

Careers Lead	Mrs Christiansen
Line manager	Ms E Watkins
PDC co-ordinator	Mrs F Crews (KS3)
Head of KS5	Ms J Dering
Link Governor	Mr D Benoist
LRC Manager	Ms L Stone
Enterprise Adviser	Mrs K Tolley (volunteer)

**6. Stakeholders and partners**

We recognise the important role that parents have in their child's career development and encourage parents to get involved as much as possible through work experience, careers events, careers interviews and other input opportunities available. Parents are kept up to date with careers related information through letters, the parents' section on the careers page on the Larkmead website and at open evenings.

Larkmead School currently has an annual agreement with Adviza who provide our independent impartial careers guidance interviews with level 6/7 careers advisers. This arrangement is reviewed termly with targets set and reset annually.

Larkmead School is committed to work in collaboration with external services and agencies, we are currently part of the virtual Careers Hub and have an allocated Enterprise Adviser.

We welcome opportunities to work with local employers / organisations on different projects and these are managed through our Careers Lead. Please see our Baker Clause statement available on our website for more information .

**Date approved**

The careers programme is reviewed annually by the Mrs Christiansen/ Mr Crowe. Changes and improvements to the programme are entered into the school improvement plan with timescales for completion. The school improvement plan (SIP) is used to ensure that the careers programme is fully supporting whole school aims.

Careers education is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation.



Policy coordinator: Mrs C Christiansen..... .. Date .....

Line Manager Ms E Watkins ..... Date .....

Link Governor Mr D Benoist..... Date .....

Policy Reviewed : Date .....

Policy sent to senior leadership/mgt team and governors for approval: Date.....

