



## St Joseph's Roman Catholic High School

### Careers Education Information & Guidance (CEIAG) Policy

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Approved by Governors:

Date for Review: Autumn 2019

# Version Control

Current version	Previous version	Summary of changes made

## **Gospel Values**

The term 'Gospel values' is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values.

Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: *"...depict the countenance of Jesus Christ and portray his charity"*. Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ's Sermon on the Mount. The Beatitudes also *"...reveal the goal of human existence, the ultimate end of human acts"* 46 and as such are the objective 'values' given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

*"Blessed are the poor in spirit, for theirs is the Kingdom of heaven"*  
Values: **Faithfulness & Integrity**

*"Blessed are those who mourn, for they shall be comforted"*  
Values: **Dignity & Compassion**

*"Blessed are the meek, for they shall inherit the earth"*  
Values: **Humility & Gentleness**

*"Blessed are the pure in heart, for they will see God"*  
Values: **Purity & Holiness**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph's as a Catholic school.

## **Rationale:**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their talents and abilities and help them to follow a career path and sustain employability throughout their working lives.

## **Commitment:**

St Joseph's RC High School is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7 – 11. St Joseph's RC High School endeavours to follow the National Framework for CEG 11 – 19 in England (DfES, 2003) and other relevant guidance from DCSF, QCA and Ofsted as it appears. St Joseph's RC High School is working towards the Inspiring IAG Award, and The Gatsby Benchmarks for Good Career Guidance which recognises the high quality provision of CEIAG in the school.

## **Development**

The policy was developed and is reviewed biennially by the Careers Leader based on current good practice guidelines by DfES/Ofsted, CEG Framework/The Gatsby Benchmarks for Good Careers Guidance

## **Aims**

St Joseph RC High School Careers Education and Guidance policy has the following aims:

To build a strong and sustainable careers programme

To contribute to strategies for raising achievement, especially by increasing motivation

To support inclusion, challenge stereotyping and promote equality of opportunity

To encourage participation in continued learning including higher education and further education

To develop enterprise and employment skills through links with industry

To contribute to the economic prosperity of individuals and communities

To address the needs of all our students through appropriate differentiation

To focus students on their future aspirations through 1-1 careers guidance

To involve parents and carers

## **Roles / Responsibilities and Accountability**

Head Teacher T McCabe

CEIAG Governors Teresa Jowett

CEIAG Line Management Mike Singleton

CEIAG Lead D Hancock

Impartial Careers Advisor D Hancock

## **Student Entitlement**

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at St Joseph's RC High School, we fully support the statutory requirement for a programme of Careers guidance in Years 7 – 11.

## **Objectives**

The careers programme is designed to meet the needs of students at St Joseph's RC High School it is personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

Pupils are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and is based on a partnership with pupils and their parents /carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

## **Delivery**

Mrs D Hancock co-ordinates the careers programme working closely with learning managers and is responsible to the Assistant Head teacher.

Work experience is an integral part of the CEIAG programme and is implemented by Mrs D Hancock who works closely with Managers of Learning for each year group. All staff contribute to CEIAG through their roles as coaches/mentors/subject teachers/personal tutors.

The CEIAG programme is planned, monitored and evaluated by D Hancock in consultation with The Bolton Connexions Careers Service who provides a bespoke service of Key Steps Careers IAG Quality Assurance. Information, Advice and Guidance will be available in the Careers office, which is maintained by CEIAG Manager and Adviser Mrs D Hancock.

## **Equality and Diversity**

St Joseph RC High School provides Careers education to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career routes that develop their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

The careers education programme is underpinned by both the statutory and non-statutory guidance. The CEIAG programme includes;

Year group	Activity	Gatsby benchmark
Years 7-11	Careers education for all students through aspirational assemblies,	3,4,5,7
Years 7-11	Careers guidance activities (group work and individual interviews)	1,2,3,4,8
Years 7-11	Access to an independent careers advice and guidance referrals	1,2,3,8
Year 10-11	1-1 careers guidance	3,8
Years 11/12/13	Student destination Data information	1,2,3,4,7

Years 10	Profile questionnaires raising awareness of options after year 11	3,8
	Alumnae are invited to submit their post 16 experience to the school Facebook and website	2,3,4,7
Years 11	Your Plans Year 11 post 16 destinations	3,7,8
Years 11	Mentoring	3,8
Years 10	WEX	1,2,3,4,5,6
Years 11	WEX June/July (after GCSE)	1,2,3,4,5,6
Years 7-11	Kudos on-line careers tool which all pupils can access via a username and password	2,3,4,6,
Years 10-11	Extended placements on referral	2,3,4,5,6,
Years 7-11	Seminars and presentations from local employers	4,5
Years 7-10	STEM events	1,2,3,4,5,
Years 11	Mock interviews	1,2,3,5,7,8
Years 7-11	Enrichment days	1,2,3,4,5,7
Years 10-11	Visits to and by local post 16 providers	1,4,7
Years 8-9	Progression parents' evenings attended by careers advisor	1,3,4,8,
Years 11	Mock results day Yr 11	1,3,5,8
Years 9	IAG days Yr 9 in conjunction with the Department of Working Pensions	1,2,3,4,5
Years 11	Work related learning including & visits by employers	1,2,3,4,5,6
Years 9/10/11	Pupils referrals to the careers advisor who provides specialist careers IAG	1,2,3,4,8
Years 7-11	The school website offers a user friendly careers section including LMI	1,2,3,
Years 11	UCAS information	1,3,7
Years 11	College interviews	1,3,7
Years 7-11	Support accessing the area wide prospectus and on- line sources of CEIAG	1,2,3,4,
Years 7-11	Pupils are actively involved in the, delivery and evaluation of activities.	1.3.4.
Years 7-11	A drop in careers sessions at lunch times from post 16 providers to include FE,HE,6 <sup>th</sup> form, local employers, technical colleges and apprenticeship	2,3.4.8
Years 11	An annual careers convention /Yr11	1,2,3,5,7,8
Years 7-11	Industry links to subject areas	1,3,4
Years 7-8	The Real Game (career education resource. It introduces students to the world of work)	1,2,3,4,
Years 7-11	Careers Café -Guests from the world of work come in to raise aspirations and awareness of different careers in the local area and nationally	2,3,5
Years 7-11	Careers resource area –information FE,HE, apprenticeship and training	1,2,3,4
Year 7-11	Bespoke careers service from connexions	1,3,8
Years 7-11	Regular IAG information to all pupils, parents/carers reminding them of IAG activities and events taking place	3,8

### **Partnerships**

An annual Partnership Agreement is negotiated between the school and external providers including Bolton Connexions Careers Service, who are offering a bespoke service. Further links are being developed with local post 16 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements. Connexions Careers Service, BASE, Marsden Rd, Bolton BL1 01204 334000 Justine Horrocks St Joseph's Careers advisor, Mrs D Hancock, Local College's e.g. Thornleigh Salesain College, St John Rigby College, Training for Today, Rotary clubs, Local Companies for Apprenticeships schemes Seddons, Business links DWP, BAE

### **Resources**

Funding is allocated through the school budget on an annual basis, subject to priorities and particular needs within CEIAG.

D Hancock is responsible for identifying the budget and for the effective deployment of resources.

Sources of external funding are actively sought.

### **Staff Development**

Staff training and CPD needs in relation to CEIAG are identified

### **Monitoring, review and evaluation**

RAG rating of the annual action plan

Mapping of all career/Enterprise activities across school curriculum based on the RAG system  
IAG award

Gatsby Compass Tool

Feedback from pupils & parents

# Policy Statement Provider Access

## St Joseph's RC High School: Provider Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the providers, education or training offer. This complies with the schools legal obligations under Section 42B of the Education Act 1997

### Pupil entitlement

#### All pupils in year 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 option events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

### Procedure

A provider wishing to request access should contact Mrs **D Hancock** Careers Lead,  
Telephone: 01204 697456; Email [dhancock510@st-josephs.bolton.sch.uk](mailto:dhancock510@st-josephs.bolton.sch.uk)

### Opportunities for access

A number of events, integrated into the schools careers programme, will offer providers an opportunity to come into school to speak to pupils and their /or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	STEM Workshops Enrichment day careers	Introduction to careers Careers Cafe	
Year 8	The Real Game STEM Workshops STEM	Enrichment day Careers workshop	
Year 9		DWP workshop Enrichment day Parents Evening Employer drop in	Kudos(careers interactive online tool)

<b>Year 10</b>	LLS Global Assembly College lunch time drop in Monster Event (Girls in STEM)	College Taster Days CEIAG event Manchester Employer Drop-in  Work Experience	College Taster Days Work Experience STEM Event
<b>Year 11</b>	Careers Evening Assemblies Parents Evening Mock Interviews Furtues4 Me Event	College interviews	NCS summer event

**Please speak to our Careers Lead to identify the most suitable opportunity for you.**

#### **Premises and facilities**

The school will make the main hall, classrooms or private meeting room's available for discussions between provider and students, as appropriate to the activity. The school will also make available (where possible) other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource area, which is managed by the Careers Lead. The Resource area is available to all students at lunch and break times.