

Hartismere High School

POLICY DOCUMENT No C11

CAREERS EDUCATION AND GUIDANCE POLICY



Careers Education and Guidance

Careers Education and Guidance is taught within the framework of the Personal Social Careers and Health Education (PSCHE) curriculum (13-19 yrs).

Specialist careers guidance is offered and provided by advisers of Connexions Suffolk, and pupils in years 9, 10 and 11, and students in Years 12 and 13 can request career interviews.

Careers Education Information and Guidance (CEIG) is delivered from years 7 – 13.

Entitlement

All pupils and students are offered access to careers education and guidance through

- A planned, taught programme of careers education from years 9 through to year 13
- Career information located in the school library and on the school ICT network
- A compulsory period of work experience in year 10, with further opportunities in years 12 & 13
- Individual and group guidance in forming action plans offered by Connexions and tutors
- Opportunities for individual guidance with a Personal Adviser

Aims and Objectives of Careers Education in the school

Within the broad aims of the school the aims of the careers education are to...

- Develop an awareness of career opportunities that is appropriate to the pupils/students age, ability, and background and of the ways to obtain further information
- Develop communication skills and self-esteem in order that pupils/students can talk frankly about their interests and possible career aspirations
- Develop respect and consideration for others in fostering attitudes and values that are appropriate in the workplace
- Develop decision making skills in order that pupils/students can make informed and responsible decisions as they mature in school and beyond
- Develop the pupil's/student's self-awareness, recognising their own individual strengths and weaknesses in terms of skills and personal qualities
- Develop an equal opportunity perspective, and challenge inappropriate attitudes of gender, race and class in relation to occupational choice

Aims and Objectives specific to Year 9 pupils

- To prepare pupils for making choices with regard to year 10/11 courses, and the implications for possible pathways through continuing education, training and employment
- To raise pupils awareness of individual abilities, skills and personal qualities in people in a working environment
- To encourage responsibility for improving their own learning by looking at the need to set appropriate deadlines, and to meet those deadlines
- To raise their awareness of their responsibilities in working with others

Aims and Objectives specific to Year 10 pupils

- To help pupils become aware of their individual abilities, skills and personal qualities and achievements
- To develop an awareness of the range of occupations available, the mechanisms for accessing information and the range of progression routes available

- To prepare pupils for work experience, helping them to develop self-awareness, recognising strengths and weaknesses
- To help them recognise the value of good study/learning habits, and explore them in relation to different occupational areas both now and in the future
- To encourage responsibility for improving their own learning, and their responsibilities in working with others

Aims and Objectives specific to Year 11 pupils

- To prepare pupils to make decisions about the education, training and employment opportunities available at the end of year 11 and beyond, encouraging responsibility for their own informed decisions
- To develop a greater awareness of self, reflecting upon the achievements in years 10 and 11, and informing them of decisions about the future
- To encourage responsibility for improving their own learning, and their responsibilities in working with others
- To further develop the pupils skills in researching information about future plans within education, training and employment, particularly with the changing nature of examinations and choices post-16

Aims and Objectives specific to Year 12 & 13 students

- To prepare students to make decisions regarding the opportunities available to them at the end of their course and beyond, with the emphasis on their own informed decisions
- To ensure that students have the best information available with regard to progression routes through their year 12/13 courses and beyond into higher education, further education, training and employment
- To develop an awareness of their own individual strengths and weaknesses, providing opportunities to improve upon personal skills
- To encourage the students awareness of their own responsibilities for improving their own learning by looking at planning, appropriate working patterns and deadlines

Equal Opportunities

The advice and guidance given to pupils and students will conform to the general equal opportunities of the school in that no pupil will be discriminated against nor prevented from participating in such activities, advice and guidance on grounds of gender, race, religion nor disability.

The activities and guidance given to pupils will actively seek to break down barriers of discrimination and stereo-typing, particularly in the case of career guidance by challenging the prevailing stereo-typing of certain careers and career paths.

This policy will be followed by staff delivering careers guidance in school and Connexions Suffolk.

Careers Education and the Curriculum PSICHE

Specific Careers issues are delivered mainly through PSICHE curriculum.

In year 9 the delivery in PSICHE will be through sessions where the normal timetable is suspended (crash-sessions).

In years 10-13 there is a timetabled lesson for delivery of aspects of the PSICHE programme, but this is supplemented by the same 'crash-sessions' that are used to deliver PSICHE in years 7-9.

In years 9-13 all classes (as tutor groups) receive similar teaching in related topics.

An outline of the PSICHE programme will be incorporated into the school planner (see below).

Information for Parents/Guardians – School Planners

Parents/guardians have an outline of schools careers education curriculum published in the school prospectus. If changes are made then all parents will receive a copy of the updated document after approval of the governing body.

In addition to this parents/guardians of all pupils will receive information about proposed careers guidance, either through taught sessions or from Careers Officers, prior to it taking place in order that they might discuss outcomes with their sons/daughters. It is planned that this information will be made available in the pupil planners which all pupils and students are required to keep.

Finance/Budget

The annual 'recurring' budget for Careers Education and Guidance is based upon the established formula within the school, which is determined by the number of 'pupil periods' that a curriculum area delivers within the school timetable.

This money in turn is provided separately for the delivery of schemes in Lower School (ie year 9), Upper School (years 10 & 11), and Sixth Form (years 12 & 13). The teacher i/c the curriculum area will determine how the monies are spent in respect of fulfilling agreed targets.

'Capital' and 'Targeted' funding is that money which is given to a curriculum area to support particular initiatives, and is not dependant upon pupil/student numbers.

- The Careers Library Initiative has provided an allocation of money in the form of matched funding to support the increase of careers resources
- The work experience initiative has also provided an allocation of money

Review

The school has to negotiate an annual review of the partnership between Hartismere High School and Suffolk Careers. This review should take place so that the partnership can operate from the beginning of the academic year (ie September), and should therefore be signed during the previous June/July by the headmaster and suitable governor on behalf of the school. This would mean a review during April/May, for approval of the governing body during the summer term.

The careers education curriculum should be reviewed alongside any review of careers education policy made by the governing body of the school, and should in the normal course of events be a bi-annual review.

The PSCHE Department

Personal Social Careers and Health Education is taught by all form tutors in the school from Years 7 – 13. This happens 6 times a year, for two periods approximately every half term – as a “crash session” programme.

In addition to this crash session programme, there are four teachers teaching PSCHE to years 10 and 11. The pupils are taken by each member of the team in rotation.

Mrs H Peters	Head of Careers
Mrs D S Hargraves	i/c PSCHE Health Education/Citizenship
Mrs L Clifford	Careers Head of Sixth Form
Ms P Crompton	Religious Education

ALSO

Bernadette Smith	School Nurse
Jane Beard	Advisor Connexions Suffolk (Careers)
Mrs B Dawson	SENCO
Mrs J Newnham	Inclusion
Mrs D Corbyn	Inclusion

Outside Agencies