



# Careers Policy

## Introduction

Rationale for Career Guidance: Careers education and guidance programmes make a major contribution in preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood. At Baycroft School, in line with our Vision, we will ensure that students are supported to make informed, realistic, decisions and to choose pathways that suit their interests and abilities.

We aim to:

- raise aspirations
- challenge stereotypes
- encourage students to consider a wide range of careers.

Through carefully planned careers education and guidance and a clear and structured employability pathway, it is hoped that students will be encouraged to go on to further learning, supported internships or apprenticeships.

This policy will outline our commitment to excellence in line with our strategic aims and values.

Statutory Duty – Section 45A of the Education Act: Baycroft School is fully committed to ensuring that the statutory duties relating to careers education are fulfilled by providing our students with a comprehensive programme of careers education, information, advice and guidance (CEIAG) for all students in years 7 – 11. Baycroft will follow the Department for Education's '**Careers Guidance and access for education and training providers' Statutory Guidance issued January 2018 (updated January 2023)** and other relevant guidance as it appears. We will work towards the eight Gatsby Benchmarks to ensure every student receives comprehensive, tailored and impartial advice and guidance.

Our Careers learning content is aligned with local labour market opportunities and the skills and behaviours necessary to attain the desired education and employment pathways for each student.

## External Partnerships

Through effective collaboration across Gosport and the Solent area, working with Colleges, Employers, Department for Work & Pensions, Training Providers, Work Placement Providers, students, parents and carers, we will ensure we are developing careers activity that will enhance, enthuse and meet the individual needs of every student at Baycroft School from Years 7 through to 11.

Baycroft School have well established partnerships in place to further enhance our careers programme and choice for all of our students. **Through these partnerships, we provide regular opportunities for employer and post-16 provider encounters from the age of 11 in line with Gatsby Benchmark 5 and Provider Access Legislation.**

Present partners are:-

- EBP South
- Enterprise Advisor, Solent Careers Hub
- Solent Careers Hub
- Department of Work and Pensions - Job Centre Plus Support for Schools programme
- The Careers and Enterprise Company
- Local colleges and training providers
- Local Businesses linked to vocational option subjects
- Local Authority - Hampshire Futures and Hampshire Achieves
- Voluntary and Community Partners
- Alternative Curriculum Providers for work-based education

All external partners are subject to due diligence in line with Child Safeguarding guidance and Keeping Children Safe Standards.

Baycroft School will endeavour to follow best practice guidance from the Department for Education and other expert bodies such as Ofsted, Careers Development Institute and other published research such as the Gatsby Benchmarks.

All of our learning outcomes at Baycroft School are linked to the Careers Development Institute, Framework for careers, employability and enterprise education 7 – 19 (2015).

# Policy Development

## Careers Team:

### **Julia Povey – Assistant Head, Key Stage 4.**

Responsible for monitoring Careers Guidance provision and transition across the school.

### **Helen Harris – Key Stage 4 – Careers and Transition (Level 6 Careers Leader)**

Responsible for provision of a whole school planned Careers Related Learning Programme and transition process. Liaising with and securing contracts with external partners.

### **Julia Gerathy – EBP South – Careers Practitioner (Level 7 Careers Adviser)**

Responsible for coordinating and providing 1:1 Careers Guidance Meetings, Careers Events and Work Experience.

### **Jenna Carpenter – Head of Personal Development Programme, Teacher and Tutor**

Leads the delivery of PD across all year groups.

### **Jim Mitchell - Designated Careers Link School Governor**

Responsible for overseeing the quality of the Careers provision.

This policy is developed in partnership with Baycroft School Senior Leadership Team and Board of Governors.

This policy links to Baycroft Teaching, Learning and Assessment Policies.

The policy is supported by other School Policies - Equal Opportunities, Access, Health and Safety, Safeguarding, Child Protection, SENS, School Improvement Plan.

# Learning outcomes

We are committed to providing students with the skills, knowledge and understanding to support:

- **Self-Development:** developing pupils' self-awareness where they can realistically appraise their qualities, skills, attitudes and needs to make informed choices in education, training and employment. To encourage students to see career development as a life-long and positive process. To provide advice and guidance which is in the best interests of the students. Careers learning is seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond and has a high priority in this school.
- **Career Exploration:** providing pupils with details about the world of work and working life, career route possibilities, including into further and higher education, training and jobs. Also valuing diversity and inclusion – challenging stereotyping and promoting equality of opportunity. Gaining knowledge of employment sectors, employment trends, supported training and apprenticeships.
- **Career Management and employability skills:** guidance helps pupils to apply relevant knowledge, understanding and skills to their own circumstances, when choices or transitions will occur. Developing skills to explore, find and process information. Allowing pupils to develop financial capability and handling applications and interviews.



# Careers Learning

Students are encouraged to engage in a variety of **Work-Related Learning** activities.

Provisions are made for students to:

- **Learn through work** - by ensuring that all students access work experience and multiple opportunities to encounter and engage with employers.
- **Learn about work** - by utilising our Baycroft Alumni and ensuring that a wide range of employment sectors are represented in our Careers Events to widen horizons and introduce new options.
- **Learn for work** – by providing a wide range of options for Key Stage 4 vocational qualifications and participating in the Employability Skills qualification.

Our careers provision supports the wider agendas of attainment, achievement and participation in learning.

## **Baycroft School aims to evaluate and continuously improve CEIAG by:**

- Consulting pupils, parents and carers in yearly questionnaires or at Careers events.
- Consulting pupils after events such as Interview Preparation, Guess my Job and Practise Interview events.
- Personalised interviews with pupils preparing for and de-briefing from Work Experience.
- Work Experience visits, including interviews with businesses who have offered placements.
- Opportunities for external partners to provide feedback and suggestions.
- Termly line management meetings that allow discussion on best practice.
- A review of the Careers policy yearly, and full update every three years, or sooner if this is required, ensuring changes in guidance are taken in to account.

# Aims

The Aims of the Careers policy are:

## **1. To contribute to raising achievement through high expectations of all students**

Baycroft School will do this by working with all students from Years 7 – Years 11 within the school. Employability and enterprise skills are embedded within the curriculum, for example ‘Interview Preparation’, ‘Practise Interviews’, Employer Engagements, Training Provider and College open day and transition visits, internal, external and supported work experience placements and guidance interviews. All staff will contribute to Careers Guidance through their roles as Curriculum Leaders, Subject Leaders, Tutors and Subject Teachers.

We will focus on what each student can do now and potential for the future and develop Individual Careers Action Plans for all. Students have a well-supported and individual careers plan to consistently raise achievement.

## **2. To support inclusion, challenge stereotyping and promote equality of opportunity**

Baycroft School will do this by working with every student to identify career and employment paths that are person centred and tailored to meet individual needs. We work with a network of over 30 employers to break down barriers and perceptions of employing young people with SEND. Through our employer engagement we are able to increase opportunities and steps into employment using a variety of events including our bespoke Work Experience programme. We will continue to develop our students’ skills through employer encounters linked to vocational and core subjects.

## **3. To encourage participation in further learning and or employment**

Baycroft School will do this through the Post 16 Open Event, college visits and different providers coming into school for face-to-face encounters and activities. Students and their parents and carers are kept up to date with Further Education and training provider ‘open’ days, taster days and transition visits will be arranged and supported when required.

Students will be offered mock interview opportunities with employers, CV and Personal Statement writing, application form writing and job searching through their PD and Technology lessons, including workshops with Job Centre Plus Support for Schools.

## **4. To meet the needs of each and every student**

Baycroft School will work towards embedding all 8 Gatsby Benchmarks, that in turn will meet the needs of each and every student. Approach to careers will differentiate in accordance with different ability tutor groups, ensuring that every student within Baycroft School has had employability skills and careers information at the

appropriate level, so that every student is confidently able to make realistic and ambitious choices about future courses and jobs.

Students identified as being at risk of becoming NEET are provided with early support and are prioritised at transition stage. Referral to Hampshire Futures are made when appropriate for early interventions and ongoing support.

Alternative Provision – a safety net is in place for students who find the school environment challenging and a range of alternative bespoke curriculum options and work based learning opportunities are available to suit the individual needs of each student, to ensure that all students can experience success and maximise their academic and personal achievements whilst at school and beyond.

### **5. To focus students on their future aspirations**

Baycroft School will, through a planned annual Careers Schedule of events and activities, ensure that every student will have the relevant knowledge and skills to make an informed choice about their future. Careers will be built into the curriculum with students having at least one individual careers guidance interview (with a level 6+ qualified careers advisor) by the age of 16. Vocational option subjects, Life Skills lessons, Enterprise lessons and Personal Development lessons will all contribute to helping students see the bigger picture and identify their future pathways and role in the local community.

### **6. To involve parents and carers**

Baycroft School will involve parents and carers through Careers Newsletters, school website, careers events, Parent Consultation Day and EHCP Annual Review meetings. Parents and carers will be kept up to date with regard to work experience placements, college interviews, taster days, transition visits and all other training or employment opportunities.



## Delivery

The Careers programme is taught by PD teachers in discrete timetabled KS3 and KS4 PD lessons. See Appendix x: **PD Scheme of Work - World of Work**.

All staff are aware of career opportunities in their subject areas and encouraged to **link careers to curriculum learning**, including employer engagement.

Careers provision is taught in mixed ability tutor groups through a range of lessons – **Enterprise, PD, Life Skills and vocational subjects**. It involves experiential learning and simulation through which pupils gain experience in communication and negotiation skills,

e.g. mock interviews and role-play. The **Careers Programme** aims to bring the world of work into the classroom by exposing pupils to the experiences and expertise of visitors to classes, and through taking students out to experience the world of work first hand. The annual Baycroft **Market Day** provides an opportunity for all students to experience the process of planning, resourcing, costing, making, marketing and selling goods. This event gives the students face to face interaction with the local community and local businesses who offer their time to advise and assist the students in their enterprises. The students can then reflect and analyse their success in terms of profitability and efficiency.

**Technology for Life** has a curriculum designed to equip Baycroft students with the skills required in the workplace, covering work-based methods of communication, virtual meetings, online application processes, storing, retrieving and presenting information.

Personalised, impartial careers interviews and individual support are provided to KS4 students. This includes a formal typed **Action Plan** for Work Experience in Year 10 and transition to college in Year 11. The student and Careers Adviser will work together to agree a more informal careers roadmap. Assistance is also given with college applications.

## **Support and Resources for Careers Learning**

The school invests in external resources to provide independent and impartial careers guidance to all pupils and sources appropriate work experience placements for its learners.

This is achieved through a Service Level Agreement with EBP South, who provide a Level 7 qualified Careers Practitioner to work with individual students and groups to organise employer engagement events, out of school work experience, support college applications, college transition visits, advise on the careers programme and conduct individual careers interviews with the students.

Students are able to access appropriate information face-to-face, on school computers and through the internet at home, with support from parents. Staff have access to relevant training from the Careers Development Institute, networking with other careers professionals as part of the Solent Careers Hub and support from the Careers and Enterprise Adviser.

Support for CEIAG is available from an independent Careers Guidance Provider which is contracted yearly.

## **Equality and Diversity**

Careers education is provided to all students in the academy irrespective of pathway. Students are encouraged to follow career paths that suit their interests, skills and strengths.

Baycroft actively seeks to employ staff with disabilities, and to provide opportunities for people with disabilities to access the world of work through placements and internships. We work with a number of organisations such as the Wheatsheaf Trust and Solent Employability to achieve this, as well as receiving individual approaches and referrals.

We use this as an opportunity to achieve several aims. One is to model clearly for our students that people with disabilities are successful in employment and have rewarding careers. Another, is to gain greater understanding of the different challenges represented by employment for people with disabilities and to learn from this about the adjustments which can be made. This, in turn, can be shared with students to empower them and equip them in terms of advocating for the adjustments which they might find enabling in the workplace. When recruiting for placements and internships, part of the agreement is that candidates will share, appropriately but openly, with students that they have a disability (if not an evident one) and what they find helpful to overcome the challenges this represents.

# Monitoring and Review

Baycroft School will carry out a regular audit against the **Gatsby Benchmarks** through The Careers and Enterprise Company Compass Tool. These are:

- A stable careers programme.
- Learning from career and labour market information.
- Addressing the needs of each pupil.
- Linking curriculum learning to careers.
- Encounters with employers and employees.
- Experiences of workplaces.
- Encounters with further and higher education.

The Senior Leadership Team will monitor progress and measure the impact of the programme against the Careers Plan.

The programme is reviewed annually by the Careers Lead, their Leadership Team Line Manager and the Careers-Link Governor.

Changes and improvements to the programme are entered into the School Improvement Plan along with timescales for completion.

This policy and careers programme shall be reviewed every year and revised if necessary.

The document will be approved by the Governor responsible for Careers and Employability.

Updated and Adopted Spring 1 2023  
To be reviewed Spring 2024