



## **Careers Education, Advice, Information and Guidance Policy**

Leighton Park recognises the importance of providing first-class careers education, information, advice and guidance to enable students to achieve their fullest potential.

Our fundamental aim is to ensure that students leave the school with high aspirations for themselves and that they have the knowledge and the skills necessary to achieve their ambitions.

All students are provided with the underpinning careers education (a work-related learning) that is planned and delivered under the guidance of the Gatsby Benchmarks. Leighton Park aims to help students investigate opportunities and to make choices which are both realistic and ambitious and which will ensure personal satisfaction within and beyond the school, in terms of academic study and work. In doing so the school will ensure that students are treated as individuals and will seek to tailor advice in line with each student's aims, ambitions and interests.

### **The Careers programme at Leighton Park:**

- Gives students access to relevant and up-to-date career resources in the Careers library
- Gives students access to highly experienced and appropriately qualified staff
- Allocates curriculum time or the teaching of careers education, from Year 7 to U6th
- Teaches students how to access, interpret and use labour market information to help them make informed career choices
- Delivers careers education as a cross-curricular theme and strives to embed it into all subject areas across years
- Teaches students about careers and the world of work and enables them to match their skills, interests, learning styles and values to the requirements and realistic opportunities available beyond Leighton Park.

### **Leighton Park gives students the skills to make informed choices and to manage their progression through learning into work. This is achieved by:**

- Offering a programme which develops their self-awareness and their decision making skills
- Giving students access to impartial and informed career guidance
- Facilitating access to information enabling career exploration
- Encouraging students to find out about and to experience the world of work
- Providing students with opportunities to review their progress, for action planning, and for recording achievement, leading to self-awareness and effective career management skills
- Preparing students for the demands of working lives through developing skills such as self-reliance, teamwork and leadership, and a wide range of interpersonal skills, including problem solving, flexibility, speaking in public and listening evaluatively

- Ensuring that students have a clear understanding of entrepreneurship and its importance to the success of the economy, and that they have opportunities to gain skills compatible with the entrepreneurial mindset
- Facilitating the development of students into well-rounded, confident, ambitious and open-minded individuals who feel equipped to enter the world beyond Leighton Park with optimism and excitement
- Including opportunities for students to extend their thinking and pursue projects in an area of interest with the objective of also linking with Universities and local business through our local business, alumni and parental network.

**The school is working towards achieving all the Gatsby Benchmarks for good careers guidance and uses the Compass Tool as a means of measuring success in this aim.**

### **Delivery of CEAG**

The programme across the school is based around the Career Development Institute's voluntary March 2018 framework, which meets the need in England for a framework of desirable learning outcomes from careers, employability and enterprise education. The programme includes activities for all students from years 7 to 13 delivered via:

- Collects
- tutor time
- the personal, social and health education programme (PSHE)
- employer encounters
- workplace experiences
- individual meetings
- external advisers

More specifically, see below.

### **Careers Education learning in lessons**

#### ***Gatsby Benchmark 1: A stable careers programme***

- Years 7-13 PHSE programme.
- Year 12 super-curriculum programme on higher education choices and alternatives to university.

### **Careers Advice and Guidance:**

#### ***Gatsby Benchmark 3: Addressing the needs of each student***

#### ***Gatsby Benchmark 8: Personal Guidance***

- Available at all stages, notably:
  - Year 9 in relation to GCSE options;
  - Year 10 and Year 11 in relation to further education options and A Level choices;
  - Years 12 and 13 in relation to higher education and alternatives.
- Year 12 group meetings on university subject choices.
- Psychometric testing in Year 9 and Year 11 through The Morrisby Organisation.

- Individual impartial careers interviews in Year 11 with qualified careers advisers.
- Advice available on an individual basis through Head of Careers.
- Advice on personal statement planning available from Head of Sixth Form, Form Tutors, Head of Careers and Aspiring High programme.
- Career management planning such as CV writing, use of social media and job interviews.
- Mock university interviews in-house and with partner school.
- Preparation for university aptitude tests, such as BMAT and TSA via the Aspiring High programme.

## **Careers Information**

### ***Gatsby Benchmark 2: Learning from Career and Labour Market Information***

- Careers library is always accessible to all students.
- University prospectuses are available in the library.
- Head of Careers available by appointment and ad hoc.
- Careers Insight events on specific career areas are held once per term.
- STEAM Careers Fair.
- Higher Education Fair.
- Advice and information are published in a variety of methods, such as regular newsletters, via Twitter and direct emails to students and parents.
- From Year 9, students are registered with Morrisby accounts which they can access for life. These provide a significant amount of labour market information as well as study pathways and career opportunities.

## **Connections with employers**

### ***Gatsby Benchmark 5: Encounters with Employers and Employees***

### ***Gatsby Benchmark 6: Experiences of Workplaces***

- Year 11: encourage a week of work experience following GCSE examinations.
- Year 12: Young Enterprise Company Programme, a simulation of mini-enterprises guided by volunteer business advisers.
- Year 9: Young Enterprise Learn to Earn Programme: run by volunteer employers.
- Volunteering opportunities in the community for Years 12 and 13.
- Employers as visiting speakers.
- Employer lunches.
- Opportunities for workplace visits.
- Understanding of entrepreneurship via direct contact with business owners.
- Careers Fair.

## **Cross-Curricular**

### ***Gatsby 4: Linking curriculum learning to careers***

- Year 8-13: access to range of events, experiences and projects which demonstrate how a subject links to industry and the wider world.
- Year 7-13: opportunity to undertake individual or team projects to extend thinking which also link with further education and careers through universities and our local business, alumni and parent network.

## **Monitoring and Evaluation**

### **Of the quality of advice and guidance**

All events involving external speakers or volunteers are monitored by attending staff. The Head of Careers is responsible for evaluating these as well as events and lessons run by school staff, and will do so by a variety of means, such as observation; informal discussion with students and staff; student surveys; emails to students and lesson observation feedback.

### **Of student outcomes**

The Head of Sixth Form monitors the destinations of all leaving students and these are recorded centrally.

### **Of the PHSE programme**

The Assistant Head (Pastoral and Safeguarding) and Head of Careers review the programme and schemes of work annually, reflecting on feedback from tutors.

All monitoring is used to evaluate activities and to inform future delivery.

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