



MAGHULL HIGH SCHOOL

Careers Education Advice and Guidance Policy

(Updated October 2021)

Policy reviewed October 2021

Policy to be reviewed October 2022

Introduction

Maghull High School provides high quality careers advice and guidance which meets the Gatsby Benchmarks. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. Young people's careers are forged out of their experience, progress and achievements in learning and work. All young people will benefit from a planned curriculum or programme of activities to help them make choices that are right for them. They can then develop the personal resources, skills and characteristics that will enable them to manage their varied careers throughout their lives. Schools have a statutory duty to secure independent and impartial careers guidance for all students from year eight to year thirteen.

Rationale

Maghull High School is committed to providing robust careers advice guidance and inspiration to build student aspiration. A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. We believe that this guidance should:

- Inspire young people to consider a broad and ambitious range of future education and career options for lifelong learning, opportunity and growth
- Meet students' career development needs
- Enable students to make realistic and well informed career decisions and transitions between educational stages
- Provide students with well-rounded experiences to further their personal development and character education

Commitment

Maghull High School will provide access to a range of activities for all students across every year group. We will provide involvement in a range of activities that inspire young people, including employer talks, careers fairs, motivational speakers, college and university visits, coaching and high quality mentoring. Every opportunity is made available for students to access external providers as appropriate.

As part of our commitment, Maghull High School supports the Baker Clause, which was introduced as an amendment to the Technical and Further Education Act 2017. This stipulates that schools should ensure that there is an opportunity for a range of education and training providers to access all students in Year 7 to Year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

Statutory requirements and recommendations

The careers provision at Maghull High School is in line with the statutory guidance updated in July 2021. This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs of the student
- reference the impact of the COVID-19 pandemic

Objectives

- To ensure the career development, well-being and progression of all students
- To provide careers education that is relevant, timely, impartial and sufficient to meet the students' needs and is integrated into their curriculum
- To provide careers education, inspiration and guidance in partnership with students, their parents/carers and our chosen professional community partners
- To provide students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, school leaver programmes, HE, FE, employment and training opportunities.
- To provide students with impartial advice about options that are available to them

Implementation

All staff are expected to contribute to careers education delivery through their roles as tutors, subject teachers and support staff. Aspects of career education will be delivered through the curriculum and during tutor time; other professional staff are included in the delivery via assemblies and student sessions where appropriate. Comprehensive careers information is available in our careers hubs for all students in main school and the Sixth Form Centre. The careers team make use of the school's social media platforms and encourage both students and parents to follow posts for latest updates. There is a calendar of events on the school's website, which gives students and parents advance notice of events, presentations, initiatives and workshops. Alumni inspire students and act as role models covering a range of subjects and year groups.

Management

A member of the SLT has strategic overview of the careers programme as part of Personal Development. In addition to this, we have a strategic career lead working directly with the careers and transition coordinator to develop:

- Managing the provision of CEIAG through the use of Compass Evaluation and Compass+ in line with Gatsby Benchmarks
- Liaising with personal development coordinator and other subject leaders to plan careers education across the curriculum
- Networking with other career leads, the Careers Hub and external providers
- Establishing, maintaining and developing links with FE colleges, universities and

- apprenticeship providers
- Establishing, maintaining and developing links with employers - liaise with Careers and Enterprise Company, National Careers Service, Local Careers Hub, Elevate and Growth Platform
- Briefing and supporting teachers of careers education and tutors providing initial information and advice
- Planning schemes of work for careers education
- Monitoring teaching and learning in careers education
- Monitoring access to, and take up, of career guidance
- Reviewing and evaluating the programme of CEIAG
- Preparing and implementing a development plan for CEIAG - using Compass, Compass + and Tracker tools and evaluating the value and use of new guidance tools

All students

All students have access to the following:

- Extra-curricular clubs and trips to support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website
- All students can attend the careers coordinator drop-in service and students from Year 11 onwards are prioritised for one to one careers interviews
- External opportunities are advertised to students as appropriate

Other Stakeholders

- The school works closely with Careers Connect, the Liverpool City Region Careers Hub and colleagues in the Southport Learning Trust to ensure best practice, effective provision and Gatsby compliance
- Working together with these stakeholders, the CEIAG programme plays a key role in reducing the number of school leavers who are not in education, employment or training (NEET) or at risk of becoming NEET

Students with Special Educational Needs or Disabilities (SEND)

Students with Special Educational Needs or Disabilities (SEND) have access to the following:

- Priority places for enrichment activities and visits, to build aspiration
- Personalised support from the SENDCo, careers advisor and external bodies is used where appropriate
- Designated SENDCo careers representative, Mrs Rivers, ensuring personalised support

Students in receipt of Pupil Premium funding

Students in receipt of Pupil Premium funding have access to the following:

- Personalised support as appropriate
- Priority places for enrichment activities and visits, to build aspiration

Key Stage 3

- The options programme for Year 9 is designed to support them in their GCSE choices, with an annual options day attended by local professionals
- The personal development curriculum in Years 7-9 covers economic wellbeing, active citizenship and charity fundraising and encourages aspiration
- Students in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award
- Investigating possible career routes and matching skills to suitable qualifications focus for year 8. Students are introduced to possible opportunities and pathways. Local labour market and various job salaries are also explored
- Students can also request an impartial careers interview with the Careers Advisor

Key Stage 4

- All students in Year 10 participate in business breakfasts with local professionals to inform their thinking around careers
- Year 10 are provided with CV and mock interview workshops
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are given advice and guidance about what to participate in, for example, the National Citizenship Service 'The Challenge' (Catch-22.org.uk)
- The options programme for Year 11 supports their level three choices
- The personal development curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising and encourages aspiration

Key Stage 5

Whether students are pursuing an application to university or college or seeking employment or training, there is a range of support:

- Volunteering and work experience to support their university applications
- A range of opportunities is advertised throughout the academic year, as appropriate to specific students, such as university visits, visiting speakers from industry and virtual work experience
- Students in the Sixth Form are encouraged to attend university open days, masterclasses, taster courses and summer schools at a range of universities, to develop their social mobility
- Students, where appropriate, are encouraged to research local labour market opportunities
- There is a dedicated team to support students with the UCAS process. Each student has support tailored to their application from their Form Tutor and the Sixth Form team
- Interview preparation is provided as appropriate by the Sixth Form team
- The Personal Development curriculum for Years 12-13 includes lessons on life at university, including personal finances
- Sixth Form students are encouraged provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school

Work Experience and Internships

All students in Year 12 are expected to complete one week's work experience during the summer term. They are encouraged to seek placements related to their particular career aspirations. This programme is overseen by the Director of Sixth Form and supported by the Careers Coordinator.

Throughout their time in Sixth Form, students are signposted to internship opportunities and encouraged to pursue these or other voluntary work opportunities related to their chosen field. Where the school has particular links with local businesses and organisations, the Careers Coordinator will support students in securing placements.

PROVIDER ACCESS STATEMENT

This statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about providers' education or training offer.

Students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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
- To understand how to make applications for the full range of academic and technical courses

PROVIDER ACCESS ARRANGEMENTS

A provider wishing to request access should contact the Careers Team via email: careers@maghullhigh.com

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

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support the provider presentations. This will also be discussed and agreed in advance of the visit with the careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Team. The information will then be displayed in the school careers hubs.

Monitoring and Evaluation

The school's work on CEIAG is supported and quality assured through our work with Career Connect, Compass+ and the Liverpool City Region Careers Hub. The senior assistant headteacher oversees the work of the careers team, working closely with the strategic Careers Lead and the Careers Coordinator and reports on evaluation and impact through the school improvement plan, which in turn is shared with the governing body of the school. The CEIAG policy will be reviewed as part of the school's policy review cycle and evaluated against the Gatsby benchmarks for Careers Education.

CAREERS INFORMATION ADVICE AND GUIDANCE AT MAGHULL HIGH SCHOOL

APPENDIX A

Content	Format	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<p>Communication of CEIAG area around school.</p> <p>Communication of how to find/source information regarding future study options.</p> <p>Communication of what labour market information is and where to find this.</p> <p>Introduction to start profile software.</p> <p>Career hub drop in sessions lunchtime.</p>	<p>Assembly</p> <p>Tutor</p> <p>PD lessons</p> <p>Website</p>	✓	✓	✓	✓	✓	✓	✓
<p>Challenging stereotypes in different careers.</p> <p>Extra-curricular clubs.</p> <p>DP/SEND/VA extra intervention and monitoring.</p>	<p>Assembly</p> <p>Tutor/PD lessons</p>	✓	✓	✓	✓	✓	✓	✓
<p>Subject specific careers lessons.</p>	<p>Lesson (one per subject)</p>	✓	✓	✓	✓	✓		
<p>Visit to local university/workshop in school/What University Live event.</p> <p>Begin to understand higher education options and apprenticeships.</p>	<p>Visit</p> <p>Workshop</p> <p>Assemblies</p> <p>In school events</p>			✓	✓	✓	✓	✓
<p>Workplace visit/subject specific trips offered during year 7-11.</p>	<p>Work placement/visit</p>	✓	✓	✓	✓	✓		
<p>Bookable appointments to discuss career options and opportunities.</p> <p>Create career plans.</p>	<p>One-to-one</p> <p>Career booklet tutor</p>	✓	✓	✓	✓	✓	✓	✓

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Year 7 Day to Work. This an opportunity for students to spend the day in work with a close family member.	Activity in workplace (letter December) Assembly Permission letter	.✓						
Science Technology Engineering and Maths Club. Science club lunchtime curriculum and career focused.	After school club	.✓		✓				
AWS GetIT Career Programme Girls in Tech.	AWS GetIT Business ambassador, Computer science lessons		✓					
Understanding how key stage 4 and 5 options impact on career choice. Recognising routes within specific subject areas. Complete careers and options guidance booklets.	Tutor/PD lessons Industry workshops	✓	✓	✓	✓	✓	✓	✓
Options information regarding different pathways.	Assembly Options evening Subject taster sessions			✓				
Year 9 options and careers event.	½ day event Feb/March			✓				
Bookable appointments to discuss career options and opportunities. Create career plans. CV workshop and mock interviews.	One-to-one Tutor				✓	✓	✓	✓

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Understand post-16 options. Recognise careers with specific post-16 requirements. Taster sessions Sixth Form. Mock results one-to-one interview. Sixth Form/college open evenings.	Maghull Sixth Form open evenings Post 16 option booklets Careers survey Sixth Form interview					✓		
Bookable appointments to discuss career options and opportunities. Complete careers and post 16 options booklet.	One-to-one interviews with careers advisor			✓	✓	✓		
Careers fair, opportunity to experience alternative providers' pathways including higher education, apprenticeships, college.	Parent evenings Workshops					✓	✓	✓
Attend UCAS convention. Attend higher level apprenticeship event - What Career Live March every year. Opportunity to attend taster seminars and open days (offered by universities). UCAS personal statement support.	Visits Parent evenings Workshops Personal development Speakers for schools Virtual work experience						✓	✓

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Business breakfasts. Opportunity to meet business role models within the local labour market.	Carousel workshop				✓			
Alumni role model visits. Opportunity for students to meet former students who previously attended Maghull High School, working in a variety of careers.	Assembly Workshop	✓	✓	✓	✓	✓	✓	✓
Undertake a week's work experience placement July 2022. Select a placement linked to chosen career path. Discover different career opportunities.	Placement Assemblies						✓	

