



The Norwood School

Policy for Careers Education, Information,
Advice and Guidance

Our Overall Aims

Careers education, information, advice and guidance (CEIAG) at the Norwood School helps our young people to make the most of themselves and their opportunities in learning and work. It enables them to:

- construct their own 'career story' about who they are, what's important to them and what they would like to achieve in their lives
- raise their aspirations, broaden their horizons and counter stereotyped thinking about what they and others can achieve
- extend their knowledge of the changing labour market opportunities, requirements and pathways in learning and work
- extend their wide network of support through attending careers events, accessing information and advice, and gaining relevant experience • develop essential career skills including resilience, adaptability, enterprise, employability and self-presentation
- understand ways of experiencing and achieving career happiness and well-being
- take increasing responsibility for managing their own career choices, plans and transitions.
- Our policy complements, and should be read in conjunction with, our overarching careers strategy and other relevant policies and guidelines especially those for teaching and learning, enterprise, PSHE and pastoral care, citizenship, special educational needs (SEN) and equality, diversity and inclusion (EDI).

Commitment

The governing body, headteacher and the senior leadership team are committed to meeting our statutory careers-related responsibilities and the Investor in Careers standards of excellence in CEIAG. Norwood School will uphold:

- our duty to secure independent and impartial careers guidance for years 8-13
- the requirement to improve the employability skills of vulnerable and disadvantaged young people
- the careers-related aspects of our published equality duties • the duty to help students with special educational needs achieve better life outcomes and work opportunities, through the effective use of Education Health and Care Plans (EHCP)
- the entitlement of young people to a planned and progressive programme of CEIAG activities that is clearly communicate to them and meets their needs (see entitlement statements for each year group at Appendix a)
- the principle of engaging partners, including young people themselves, parents/carers, providers of independent and impartial careers guidance, employers and other education providers in achieving worthwhile learning outcomes, progression opportunities and

destinations for students.

Provision

Management

A member of the Senior Leadership Team manages the careers team and provides regular updates to SLT and governors' curriculum committee meetings. (Anika Patel Senior Team). The careers team is responsible for producing, implementing and evaluating an annual careers programme, informed by the school development plan that identifies the role and contribution of subject teachers, tutors and other staff and partners. Key roles within the careers team include a co-ordinator (Anika Patel), a professionally-qualified careers adviser (Alix Boyle - Post Graduate Diploma in Careers Guidance PG Dip CG, Qualification in Careers Guidance QCG) and assistants that support administration (Zalika Ledeatte Williams and Jennifer Cunningham). Link Governor is Ros Millam (Careers, Sixth form and FE Pathways,). Heads of Year and the pastoral team also liaise with the Careers Advisor.

Resources and delivery

The budget for CEIAG (including staffing and staff costs, curriculum time and material resources) is settled annually and every endeavour is made to ensure that sufficient resources are allocated to meet students' needs. The Sixth form Study Hub, Careers Office and Sixth Form Study Zone have relevant, up-to-date information in a range of media including supervised access to ICT facilities and digital careers resources. The careers team selects and maintains teaching resources needed for the CEIAG programme and actively seeks the involvement of the wider community (other education and training providers, local employers, parents etc.) in providing opportunities for students.

Guidance

Careers guidance is provided in partnership with an accredited careers guidance provider and includes individual and group activities. All staff should, when approached by students, respond with appropriate 'first-in-line' advice and support. All guidance must be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principles of equality and diversity.

Training

Staff professional learning and development needs are identified through an annual needs assessment/performance management system and appropriate arrangements are made to meet needs within a reasonable timeframe.

Monitoring, review & evaluation

Key programme activities are monitored, reviewed and evaluated on a regular basis with the active involvement of students, parents and the wider school community. A termly report on progress is presented to the governing body by AP with recommendations identified for implementation in the next year's plan.

Review date: June 2027

Signatures:

Chair of Governors Kirsty Hunter

Co Headteachers: R Cole/ N Clemenger

Appendix 1 - Careers Entitlement statements

Over our three year plan, we will seek to embed and ensure the following provision across the school.

What can you expect in Year 7 and Year 8?

Key Themes

- Exploring interests and strengths
- My career journey
- Coping with change and transition and planning for the future
- Challenging stereotypes

Career Challenges

- Investigate job families and identify the ones that most closely match your interests
- 'Draw' a career timeline to track the decisions you'll face in the next seven years.
- Set up a skills log to record how you best demonstrate the skills needed for employability

School Provision

- Careers interest and self-assessment exercises such as Unifrog, Fast Tomato, Kudos or JED to explore different career areas
- Careers assemblies
- Activities and Events as part of National Apprenticeship and National Careers weeks
- Visit to School based Careers Fair
- Exploring equality and diversity through investigating different images of learning and work and the people involved
- Industry days and activities linked to, for example – ENO Opera Squad, National Science and Engineering Week and The Big Draw.

What can you expect in Year 9?

Key Themes

- Thinking about the future
- Researching opportunities and making decisions - Options
- Making plans and preparing for change

Career Challenges

- Talk to two employers about their careers and the education and training pathways they have followed
- Update your career timeline and skills log on Unifrog

School Provision

- Access to a careers interview with a qualified careers adviser
- Access to careers software to explore interests and careers linked to different subject
- Activities and Events as part of National Apprenticeship and National Careers weeks
- Visit to School based Careers Fair
- Enterprise Days/Weeks in school with visits from local businesses and employers
- Options Evening and the opportunity for families to meet with tutors, teachers and

our careers advisor.

What can you expect in Year 10 and Year 11?

Key Themes

- Personal development, decision making and planning skills
- Self-presentation skills and what employers want
- Investigating and assessing choices and qualifications
- Building a network of support

Challenges

- Update your career timeline and skills log using Unifrog
- Draw up a list of questions to ask employers and course organisers at careers events
- Attend open evenings and Careers Fairs
- Research how learning and work is changing in a specific sector
- Prepare a CV.
- Prepare for and undertake Work Experience

School Provision

- At least one One to One interview with a qualified careers adviser
- Talks from employers with up to the date labour market information
- Construction Youth trust Programme
- Access to a Careers Fair
- Activities and Events as part of National Apprenticeship and National Careers weeks
- Visits to employers
- Visits to universities and colleges and access to student finance talks and managing personal budgets

What can you expect in Year 12 and Year 13?

Key Themes

- Taking action to improve chances and build experience
- Effective self-presentation
- Personal finance and career choice
- Dealing with change and transition

Challenges

- Update your career timeline and skills log Unifrog
- Research apprenticeships and courses for your shortlist
- Prepare a personal statement
- Secure offers and have a back-up plan

School Provision

- Access to a qualified careers adviser
- Visits to employers, careers events and university open days
- Industry specific talks with up to date labour market information
Support seeking tailored work experience placement
- Tutorial programme with support on effective decisions, applications and transitions.