



HEADLANDS SCHOOL  
SINCE 1965

# Careers Education, Information, Advice & Guidance Policy

Written by	Careers Education Manager		
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## Headlands School

### Careers Education, Information, Advice & Guidance Policy.

#### **Vision and purpose**

Promoting a career development culture is an essential part of the mission and ethos of Headlands School. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance contributes to the academic achievement, the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

The Careers Education Manager at Headlands School will coordinate the CEIAG activities of members of the Youth and Family Support Service, Heads of Year, Tutors, and Teachers to ensure that all students have access to their statutory entitlement. This allows all current Headlands School students, from any year group, to benefit from CEIAG support. Our Team is able to help students with advice and information whatever their starting point or help find answers to very specific questions. The advice and information is impartial and objective. We seek views, comments and suggestions on how we might improve our service. We want to maximise opportunity by engaging effectively with current students, parents, alumni and businesses, and to promote effective cooperation through shared events and the engagement of outside speakers and agencies.

#### **National and local expectations**

We are committed to meeting national and local expectations in relation to careers by:

- providing independent and impartial careers guidance for Y8-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and OFSTED's inspection criteria for evaluating careers provision in schools (September 2015)
- fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with barriers and needs
- providing a range of local Labour Market Information to assist students decision making

#### **Current priorities**

Our careers strategy is informed by these current priorities:

- developing students career management skills, especially those associated with career adaptability, resilience, enterprise and employability so that students make informed choices about their future working lives and to translate these effectively into appropriate decisions and actions
- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- maintaining and develop links with a range of external and community organisations and our alumni, providing appropriate opportunities for students

- offering independent, objective and impartial advice and information from a range of sources
- offering learners an insight into leading edge developments in careers information, including social media, the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support and networking.
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways

## **Strategy**

To achieve the objectives of this policy, we will;

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- identify a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders
- ensure independent careers guidance services for learners that meet the Gold Standard Award
- set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- encourage the involvement of learners themselves in the planning, delivery and evaluation of the careers programme
- source and provide up-to-date information about occupations, fields of work, undergraduate courses and work experience
- help learners understand and develop the necessary skills to equip them for whatever career path they choose
- provide opportunities for learners to understand their competencies, aspirations and options through a variety of means, including personal discussion with the Careers Education Manager or other members of the Team

CEIAG at Headlands School is a progressive journey. The planned careers programme that students receive provides relevant careers information and education that is appropriate to their age. The progression throughout the years encourages students to be proactive about their future and actively seek careers advice and guidance. The Careers Education Manager is dedicated to tailoring the provision to meet students' needs in order to help them on their future career path. The careers programme allows for impartial advice and guidance, making students the focus. All students should leave Headlands School with an awareness of what they, as individuals, have to contribute to the world of work, combined with the skills, confidence and motivation to make the most of the opportunities that lie ahead.