



# **King's Leadership Academy Hawthorne's**

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

### **Policy**

<b>Head Teacher</b>	<b>Mr. P. Gaul</b>
<b>Chair of Governors</b>	<b>Sir Iain Hall</b>
<b>Date Ratified by Governing Body</b>	<b>January 2021</b>
<b>Date of Next Review</b>	<b>January 2024</b>

## Commitment

King's Leadership Academy Hawthorne's is committed to providing all students in Years 7-11 with a Careers Education Information and Guidance programme which will allow our young people to engage proactively in decisions about their education pathways and their journey to a career – their *flightpath*, and so become a 'successful and responsible citizen in tomorrow's world'. The CEIAG programme at King's Leadership Academy Hawthorne's is designed to inform, inspire and motivate our pupils. It will promote equality of opportunity, embrace diversity and challenge stereotypes. We want our pupils to have high aspirations and to understand all the educational paths available to them. These aims are reflected in our core ASPIRE Values Aspiration, Achievement, Professionalism.

The policy is guided by the Gatsby Benchmarks <sup>(1)</sup> and conform to statutory requirements, in particular the DfE's Careers Strategy <sup>(2)</sup> and the revised statutory guidance <sup>(3)</sup>.

1 <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

2 [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

3 <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

## Aims

Careers Education Information and Guidance at King's Leadership Academy Hawthorne's is a progressive journey from Year 7-11. The aims of the careers programme are:

- To develop positive attitudes in the pupils towards study and work and develop employability and enterprise skills, such as teamwork, communication and oracy.
- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To provide students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitude and aptitudes.
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+.
- To equip students with the necessary decision-making skills to manage those same transitions
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To foster links between the school, local businesses, external partners and agencies and further/higher education establishments.
- To provide students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, technical education qualifications, apprenticeships, school leaver programmes, HE, FE, employment and training opportunities.

## Careers Team

Within King's Leadership Academy Hawthornes all staff contribute to the overall CEIAG programme.

The careers team has overall responsibility for overseeing CEIAG:

Yasmin Hagan      Careers Leader      email: [Y.Hagan@kingshawthornes.com](mailto:Y.Hagan@kingshawthornes.com)

Tel: 0151 922 3798

Paul Giles      Senior Leader      email: P.Giles @kingshawthornes.com

Anne-Marie Grant      Careers Advisor      email: A. Grant @kingshawthornes.com

Mr. David Garner      Governor with responsibility for CEIAG

## Careers Champions

The following staff lead the development of CEIAG within their subject areas and are a point of contact for students, advising young people of the relevance of the curriculum in particular careers:

Ms. M. Alexander (History)

Mrs. M. Fox (Design Technology)

Mrs. C. Gilson (Modern Foreign Languages)

Ms. L. Grant (Science)

Ms. N. Li (English)

Ms. S Miller (Physical Education)

Ms. D. Spinks (Geography)

Ms. S Traverse (Mathematics)

## Implementation of CEIAG

The implementation of the CEIAG at Kings Leadership Academy Hawthorne's is through five Super Learning Days (SLDs), Aspire sessions during dock time, Assemblies and additional activities in our Widening Curriculum and Enrichment session. All staff contribute to the delivery of CEIAG through their own subject areas during lessons.

Kings Leadership Academy Hawthorne's has strong links with Widening Participation Outreach at Liverpool University who provide undergraduate taster sessions in a range of degree subjects such as Law, Medicine, Architecture, Social Science, History, and the Classics in addition to Summer Residential Courses which are well attended by our Year 10 students. We work with local training providers and FE colleges who are able to advise on Advanced Level qualifications, vocational qualifications and apprenticeships. We are also supported by the Princes Trust, Shaping Futures, NCS, Career Connect, New Futures and Barclays Bank who provide Barclays Life Skill Sessions. We have several links with local industry offering work experience placements and attend our Careers Fair and Year 11 mock interviews. In addition, we have formed links with PricewaterhouseCoopers and have recently signed up to be part of a pilot scheme with Liverpool Chamber of Commerce working with mentors from the world of business. We work closely with our

Enterprise Coordinator through the Liverpool City Region Career Hub and as a result are regularly updated with LMI (Labour Market Information) data, information and other events which will benefit our students.

Students, Parents and Staff have access to our Careers Platform 'Unifrog'. This platform allows students to research further education and training post 16 and post 18, LMI, careers and record all CEIAG interactions in addition to providing guidance for the writing of CVs and application forms and interview technique.

Through these various agencies and experiences, we are able to provide a stable careers programme which includes development of employability skills, aspects of personal, social, health and citizenship education, work experience visits, extended work placements, careers fairs, mock interviews, visits from industry and business and to workplaces, visits to universities and FE colleges and personal careers guidance.

Our full careers programme may be found on our website

### **Independent Careers Guidance**

Kings Leadership Academy CEIAG policy ensures that all registered pupils at this school are provided with independent careers guidance from Year 7 to Year 11. The independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards particular institutions, education or work options.
- includes information on the range of education or training options, including apprenticeships and technical education routes.
- is guidance that the person giving it considers it to be in the best interest of the pupils receiving it.

Independent careers guidance includes employer visits, mentoring, website, telephone and helpline access and personal guidance provided externally to the school. In addition, we employ an independent careers adviser, Mrs. Anne-Marie Grant. She is in school every week and works closely with Years 10 and 11 organising work placements and visits and interviewing all students in Year 11 giving them the opportunity to discuss their post-16 options, including sixth form, college, or apprenticeships and training. Students and parents are also encouraged to use the careers section on the school website that gives updates and web links to support their understanding of career education.

### **Vulnerable Groups**

King's Leadership Academy Hawthornes recognises those students who have special educational needs and disabilities (SEND) and tailors any CEIAG provision accordingly to support pupils in preparing for their next phase in education or training. Staff dealing with these groups work closely with the School CEIAG team and external agencies to ensure every student is provided with the support they need in a way they can understand. Further information about outcomes for students with SEND can be found in the SEND policy which is available on the school website

## **Resources**

King's Leadership Academy Hawthornes will provide resources for the successful implementation of this policy through securing: Funds to cover internal needs, CPD opportunities and commissioning of external sources, adequate staffing with appropriate training, student and staff access to information (electronic and hardcopy), designated space for individual, group and research sessions.

## **Governor Responsibilities**

The governing body will ensure that King's Leadership Academy has a clear policy on Careers Education, Information and Guidance and that this is clearly communicated to stakeholders. They should ensure that the policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements
- providing access to a range of educational and training providers for students in Years 7 – 11.
- encouraging employer engagement

Mr. David Garner on the Governing Body will have responsibility for CEIAG at KLAH

## **Provider Access**

Kings Leadership Academy Hawthorne's complies with its legal obligations under Section 42B of the Education Act 1997 to ensure all pupils in Years 7 -11:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

Please see The Provider Access Policy on the school website

## **Monitoring, Evaluation and Review**

The Head Teacher will ensure that:

- the work of the Careers Leader and CEIAG events are supported and monitored
- Mr. P. Giles (SLT) has an overview of CEIAG work and reports regularly back to the team

The effectiveness of this policy will be measured in a variety of ways:

- Use of the Compass Evaluation Tool developed by CEC
- Use of data from Unifrog
- Feedback from stakeholders including pupils, parents and employers
- Feedback from external visitors to the school such as the School Improvement Partner (SIP) or Ofsted
- the number of students who are NEET in October having left the school in the previous

summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

- Governors will review this policy every three years.