

Rutlish School



Careers Guidance

Committee ownership for this policy: F&P, Curr, Incl, Prem, RR6, FGB	Curriculum
Must be approved by FGB: Y / N	FGB
Required by:	Statutory
Frequency of review:	Every 3 Years
Date last reviewed:	Autumn 2022
Date of next review:	Autumn 2025
Display on website: Y / N	Y
Responsible	Assistant Headteacher
This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.	

1. Intent

- Rutlish School is committed to providing the highest quality education and opportunities for students. We have high and challenging expectations of our students and place achieving their full potential at the heart of our educational aspirations. We aim to support the aspirations of students and to support students through unbiased information, advice and guidance based on their individual needs. Impartial, unbiased information and guidance (IAG) based on individual pupils needs.
- We are committed to educating the whole person and helping our pupils to understand the importance of responsibility, compassion, competition, fairness and honesty in all that they do. Informed decisions develop characteristics in line with the school's REAL vision.
- Promoting a career development culture and an effective careers and employability programme is integral to the mission and ethos of Rutlish School. Ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. Designed to meet the Gatsby benchmarks and conforms to statutory requirements. Our planned and progressive careers education, information, advice and guidance programme is provided through tutorial time, assemblies, curriculum activities in PSHE, through Spiritual, Moral, Social and Cultural (SMSC) provision, cross curriculum and specific careers events with differentiated arrangements for all year groups from year 7 – 13.
- Development of Careers, Education, Information, Advice and Guidance (CEIAG) / employability entitlement is included in school improvement/ development plan.

Rutlish School and governors are committed to:

- Providing a planned, progressive programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers.
- Providing IAG which is impartial, unbiased and is based on student's needs.
- Working in partnership with external guidance provider (currently Education Development Trust) to ensure students have access to impartial and unbiased guidance about education, employment or training at relevant transition points.
- Comprehensive careers learning provision in the sixth form.

2. Response to policy and statutory duties:

Rutlish School is committed to fulfilling the requirements of the Statutory Guidance: Careers guidance and access for education and training providers (2018), through securing independent and impartial careers guidance through an external careers guidance provider.

Our careers and employability programme follows local, regional and national frameworks for good practice and other relevant guidance. These include:

- The Technical and Further Education Act (Jan 2017)
- Careers Strategy; making the most of everyone's skills and talents (Dec 2017)
- Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (Oct 2018 and July 2021)
- Provider Access Legislation (Jan 23)
- As well as guidelines from the Ofsted inspection framework, the Career Development Institute and the Gatsby benchmarks for good careers guidance:

1. *A stable careers programme*
2. *Learning from career and labour market information*
3. *Addressing the needs of each pupil*
4. *Linking curriculum learning to careers*
5. *Encounters with employers and employees*

- 6. *Experiences of workplaces*
- 7. *Encounters with further and higher education*
- 8. *Personal guidance*

3. Implementation:

Implementation - Management and staffing:

- The Careers Leader takes the lead for careers and employability in addition to teaching science.
- Line manager and link with SLT is the Assistant head.
- All teachers and tutors are expected to be actively involved in delivering careers and employability learning through both specific activities as directed by Heads of Year and through the careers tutorial programme.
- Where appropriate partners, such as the careers adviser from the external guidance provider, are invited to support and contribute to the overall programme and provide content.
- There is a Sixth Form Careers and UCAS Adviser who works with all our Key Stage 5 students. This role is line managed by Assistant Headteacher, RR6.
- From Year 11 designated members of the JLT help the Careers Leader to organise careers related activities and promote such activities across the year groups.
- Each department has a staff careers representative to support the development of the careers program across the curriculum.

Implementation - Resourcing:

- The Careers Leader is allocated an annual budget for careers and work related (employability) learning.
- Careers resources are purchased and accessible to students such as Unifrog.
- Careers Notice board which is maintained by the careers adviser and used to display information about a variety of career options, open events and apprenticeships.
- A dedicated careers office, used for careers interviews and small group intervention with access to IT and free from interruptions.
- Students have access to IT and are encouraged to access resources and various specialist careers sites both in school and at home. These resources are available to students via Rutlish 365

Implementation - The careers and employability programme design and delivery:

All students at Rutlish School are entitled to an education that enables them to make progress so they:

- Achieve their best
- Become confident individuals living fulfilling lives, and
- Make a successful transition into adulthood whether into employment, further or higher education or training

Our aim is to develop well-rounded and successful young people who are prepared for the competitive global employment market through our three aspects of:

- Academic success
- Careers and personal development
- Extra-curricular enrichment

Our priorities are to support individual aspirations, improve attainment and ensure positive destinations. Our inclusive approach aims to meet the needs of specific groups including looked after children, young carers, students from economically-deprived backgrounds and students with special educational needs and disabilities.

- All students have access to a range of impartial, up to date information resources through the Learning Resource Centre, Rutlish 365 and Careers Notice Boards.
- There is an emphasis on providing information on the full range of options including vocational and academic pathways.

The careers and employability programme has been devised to provide learning outcomes related to the careers strategy for England (2017) and Gatsby benchmarks for good careers guidance.

The careers and employability programme is delivered across the whole school including Key Stage 5 through:

- PSHE curriculum for years 7-13.*
- Tutorial activities*
- Focused events and drop-down immersion days*
- Cross curriculum activities*
- Targeted additional interventions*
- Careers guidance interviews*
- Visits, trips and talks from external partners.*
- Assemblies*
- Enrichment opportunities*
- Work experience*

Implementation - Student Entitlement

All students are offered access to a planned programme relevant to their year group and all students are entitled to a careers and employability programme that:

- is structured to deliver explicit learning outcomes
- meets professional standards of practice
- gives access to a qualified impartial and independent careers adviser for personalised advice and guidance
- signposts to relevant up-to-date and impartial sources of careers information and advice
- signposts to key careers sites
- provides impartial information, advice and guidance in the best interests of the individual student
- is person centred, personalised and differentiated
- raises aspirations, challenges stereotyping and promotes inclusion, equality and diversity
- helps them to recognise their likes, dislikes, influences, strengths and preferences in relation to career decisions
- includes information about the world of work and how the labour market is changing
- includes information about further and higher education, training and apprenticeships
- develops their skills and qualities to improve their employability and enterprise
- prepares them for effective and successful transitions
- helps to develop financial capability skills
- develops and strengthens personal presentation skills for selection processes
- does not impose limitations on student's aspirations based upon their social, economic or ethnic background

4. Staff CPD:

- The Careers Leader is enabled to attend appropriate CPD
- The Sixth Form Careers and UCAS Adviser identifies and attends relevant CPD
- The Sixth Form Careers and UCAS Adviser is a member of an accrediting body such the Chartered Institute of Personnel and Development, Career Development Institute, and holds a Certificate in Careers Counselling or equivalent

- The Careers Leader and Sixth Form Careers and UCAS Adviser are registered with a range of specialist careers information providers and filter and disseminate relevant information to Heads of Years to use as appropriate with teachers and tutors
- The Careers Adviser from the external guidance provider is fully qualified and is required to attend CPD and use information provided by their employer (e.g. Labour Market Information Bulletins) to keep their professional knowledge up to date
- Teachers and tutors are provided with briefings when introducing new careers activities and/ or resources
- Sixth form teachers/ tutors are trained to support UCAS process

5. Partnerships/employer engagement:

Rutlish School recognises the importance of partners and collaborative working to ensure an effective careers and employability programme. Examples of partners include:

- *Independent / external careers guidance* – CfBT / Education Development Trust.
- *FE* – Kingston College, South Thames College.
- *HE* – Surrey, Sussex, Kingston, London South Bank, Goldsmiths, UCL, SOAS, University of Roehampton and various Oxbridge colleges.
- *Apprenticeship and traineeship providers* – London Borough of Merton, London Borough of Sutton
- *Enterprise / Community / voluntary organisations.*
- *Rutlish Community* – links with parents of students and ex-students, previous staff members, alumni.
- *Other* – London Borough of Merton Youth Support Service, My Futures key worker service and other support agencies providing services for target groups.

6. Parents/carers:

- This policy is accessible on the school's website for ease of access to parents/carers and other partners
- Parent email is used to publicise this policy and entitlement
- The Careers Adviser is expected to be available at parents/carers events for years 9, 10 and 11.
- The Sixth Form Careers and UCAS Adviser is available at most events for parents/carers

7. Monitoring, review, evaluation, future development:

The careers and employability programme is reviewed and developed each year in relation to meeting the student entitlement and to ensure all intended learning outcomes are met. We use a range of methods including:

- Tracking the provision of the key careers activities provided to each year groups to record the full range of interventions i.e. speakers, day trips and visits, special week events, UCAS and careers weeks, volunteering, drop-down days and careers interviews
- Tracking individual careers plans in the sixth form
- Use of Education Development Trust (CfBT) review and evaluation data on careers guidance through their termly and annual impact reports
- The PSHE lead monitors and reviews all tutorial and PSHE input
- Evaluating key events and visits through activities capturing what went well, even better if and next time I/We will... (WWW/EBI/NTI)
- Evaluating key stage 5 careers events and drop-down days including year 12 HE and futures day.
- Reviewing the role of and contribution from core partners through annual partnership agreement reviews
- Collecting September Guarantee information to submit to the local authority.
- Collecting destinations information at key transition points to monitor the range of pathways and routes entered by our students at different transition points
- Recording sixth form destination data
- Monitoring the progress of pupil premium students and other students at risk of unsuccessful transitions to provide additional interventions
- The Careers Leader reports fortnightly (verbally) to SLT on the school's careers program.
- The Sixth Form and UCAS Adviser provides a termly report for SLT and governor