

## **STRETFORD HIGH SCHOOL**

### **Policy for Careers Education and Guidance (CEG)**

Ratified by the Board of Governors:	April 2019
Due for review:	April 2020

## **Introduction**

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. The 1997 Education Act, (sections 42A1, 42B and 45A, Section 72 of the Education and Skills Act 2008) of the Education Act 1997 places a duty on schools to give students in Years 9-11 access to careers education, information and guidance. Stretford High School follows the guidance in the 'Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leavers and school staff, January 2018'.

## Commitment

Stretford High School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11 in partnership with the local Connexions Service.

## Development

This policy was developed and is reviewed annually through discussions with teaching staff, the school's Connexions personal adviser, students, parents, governors, advisory staff and other external partners

## Links with other policies

It is underpinned by the school's policies for teaching and learning, Everything Else, work related learning, equal opportunities, health and safety, and special educational needs and disabilities

## **Objectives**

The careers programme is designed to meet the needs of students at Stretford High School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.

## **Implementation**

The deputy Head teacher is responsible for co-ordinating the careers programme. The co-ordinator works closely with the school's Connexions co-ordinator and is responsible to the Head Teacher. Student guidance is managed through the school's Career program led by the Connexions co-ordinator and the designated career personnel. Work experience is planned and implemented by the deputy Head Teacher who works with the Senior Enterprise Coordinator for Greater Manchester Combined Authority and the Trafford Pledge.

## Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions personal adviser. The Everything

Else team delivers the career programme as well as form tutors. The Connexions personal adviser provides specialist careers guidance. Careers information is available in the Connexions office, which is maintained by the Connections personal and the deputy Head Teacher and through the online resource platform 'Unifrog'. Administrative support is available to the careers co-ordinator as resources allow.

### Curriculum

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities work-related learning (including one weeks work experience), action planning and recording achievement through Compass, Tracking for Gatsby Benchmarks and though 8 Ways to be Great. Careers lessons are part of the school's Personal Development programme, Everything Else. Other focused events, e.g. links with businesses through our Enterprise link provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

### Assessment

Career learning outcomes have been identified and a framework for assessing what students have achieved is developed for all year groups through Compass and the Gatsby Benchmarks.

### Partnerships

An annual Partnership Agreement is negotiated between the school and Trafford Connexions Service identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g. with the Senior Enterprise Coordinator for Greater Manchester Combined Authority, Taster days with Trafford, Salford, Manchester and other local Colleges and through our Enterprise link

### Resources

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

### Staff development

Staff training needs for planning and delivering the careers programme will be identified in the staff development plan in the Partnership Agreement with Trafford Connexions Service, and activities will be planned to meet them. Funding will be accessed from the Careers budget held by the deputy Head Teacher

### Monitoring review and evaluation

A framework for monitoring the delivery of the careers programme is in place. The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser using *the local quality standards for CEG* to identify desirable improvements. Evaluations are carried out from time to time.

**Appendix 1:**

Career Personnel (as at April 2019)

Career Lead: Mrs R Kidd, Deputy headteacher

Connexions co-ordinator: Mrs C McLoughlin

Senior Enterprise Coordinator for Greater Manchester Combined Authority: Mrs S Hope