



Careers Education and Guidance Policy

Amended by:	Charlotte Copenhall
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Next review date:	September 2019

Careers Education and Guidance Policy

Named Careers Lead: Mr L. James

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At Potton Middle School we want all of our pupils to understand the full range of opportunities available to them in today's world and help them to acquire the skills and qualifications they will need to succeed in the workplace today and in the future. Careers Education, Information, Advice and Guidance (CEIAG) has an important contribution to the education of all pupils in order to make an effective transition from school to adulthood and employment. The school will provide a range of opportunities for pupils to learn about work, the world of work, the skills required for work and the Qualification Pathways available to them.

All of our pupils from Year 5 to 8 will have access to a planned CEIAG programme which supports us in achieving our aims. This will be delivered through our PSHCE curriculum and all teachers will support our whole school approach to careers education information and guidance by making explicit links within their own subject areas and sharing this with the pupils they teach. Well thought through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

This policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. The governing boards of maintained schools have a statutory duty to ensure that all registered pupils are provided with independent careers guidance from years 8 to 13.

Pupil entitlement

All pupils in years 8 (up to Year 13 in Upper School) are entitled:

- to 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;
- to 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;
- to understand how to make applications for the full range of academic and technical courses.

The delivery of the careers programme will be from a range of staff across the school and will be monitored by the PSCHE and Careers Lead. The programme will be delivered in Years 7 and 8, but as we are a middle school, we will liaise with our local Upper Schools as to areas that will be covered when pupils transition into Year 9. As a school, we introduce careers related activities across the whole school and pupils from Year 5 will have meaningful encounters with a range of employers through assemblies and personal learning days.

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Opportunities			
Years 5-7	As well as opportunities throughout the PSCE curriculum, pupils will have the opportunity to: -Participate in an Aspirations Workshop – groups of children to work with our Pupil Premium Lead or Careers Lead -Take part in a CV workshop -Learn about the world of work from visiting speakers -Complete the Buzz Quiz – a self-evaluation tool to support pupils in exploring career pathways they may wish to consider		
	Autumn	Spring	Summer
Year 8	PSCHE careers scheme of work Year 8 – scheme of work linked to careers and progression	Overview of post-16 options for pupils and parents/carers, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships.	Meetings with careers professionals at school.
	Assemblies – careers focussed		
Other opportunities throughout the school	Sports leaders Prefects G&T programme that includes pupils taking lessons Careers display in library Appropriate ‘careers’ posters displayed in classrooms for subject staff to discuss.		

The Gatsby Benchmarks and Potton Middle School

The following table outlines the delivery of the careers programme against the Gatsby Benchmarks. This will be monitored and updated as appropriate, initially using the Compass Careers Benchmark tool which evaluate our careers activity against the eight benchmarks of best practice – known as the Gatsby Benchmarks. Further information about the Compass Careers Benchmark Tool can be found using the following link <https://compass.careersandenterprise.co.uk/info>

Gatsby benchmark	Requirement	Potton Middle School evidence
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers	A programme within PSCHE and across the school that has the explicit backing of the Senior Leadership Team, and has an identified and appropriately trained person responsible for it – L James. The programme will be evaluated yearly with feedback from pupils, parents, teachers and employers as part of the evaluation process. Moderation of Year 8 PSCHE topics will form part of the evaluation.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	Pupils will have careers focussed assemblies delivered from a range of professionals: Police, Actor, Sports person, Fire Service. Careers focussed area in the library – updated yearly. Links with the Fire Service for Year 7 and 8 pupils with clear pathways for careers opportunities and cadets. Parents provided with appropriate information regarding careers education online via the school website.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.	Throughout the Year 8 PSCHE careers programme staff actively seek to challenge stereotypical thinking and raise aspirations. Where appropriate the school seeks to provide opportunities for pupils to take part in activities that will enable them to find out more about careers e.g. G&T activities and teaching, Fire Service, MKDons mentoring.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	The school will have an assembly focus in 2018/19 on women as leaders. Year 8 PSCHE unit of work on career paths and future job opportunities. Proms on the Playground – pupils are able to bid to run a stall to raise money for charity

		Year 8 receptionist – in house work experience.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes	Pupils will have the opportunity in assemblies to meet with employers from a range of industries from Year 5 upwards. Pupils meet with Fire Service colleagues if available Pupils meet with the Police Service if available Weekly drop in session from the school nurse if appropriate Advice from teachers regarding careers in assemblies and in classrooms
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<i>Upper Schools have a programme of work experience that pupils follow.</i>
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	PSCHE programme in Year 8 discusses work placements, apprenticeships and University places to give pupils an idea of pathways they could follow. This also gives examples of possible employment with career pathways, relevant qualifications and a focus on early preparation for options in Year 9.
8. Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.	<i>Upper School will provide pupils with careers interviews as part of their programme.</i>

Management of provider access requests

A provider wishing to request access should contact:

Mr L. James, PSCE and Careers Lead.

01767 260034 pmsoffice@pottonfederation.co.uk

Opportunities for access

Potton Middle School recognises that it has a statutory duty to secure independent and impartial careers education in Years 7 and 8; careers guidance includes all information on options available in respect of 16-18 education and training including apprenticeships. (Education Act 2011, DfE's Careers Strategy 2017 and Statutory Guidance for careers 2018). School endeavours to follow best practice outlined by expert bodies such as Gatsby, DfE, and Ofsted.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the Senior Leadership Team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Library, which is managed by the school librarian.

Guidance

This policy has been written with regard to the updated Departmental Advice document (October 2018)

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