

SACRED HEART OF MARY GIRLS' SCHOOL



CAREERS POLICY

Policy adopted	September 2018	
SLT Member Responsible	B McConville	
To be reviewed	Every 2 years	
Date of next review	Autumn 2020	
Headteacher		Date:3 September 2018

The Sacred Heart of Mary Girls' School is a Catholic learning community with a strong family ethos and Jesus Christ at its centre. We seek to ensure that all may have life, life to the full.

'Ut Vitam Habeant'

Introduction

Sacred Heart of Mary Girls' School has high quality careers advice and guidance to support all pupils, including the more able, SEND pupils and those in receipt of Pupil Premium. This is developed throughout their time at the school and is always supportive of their aspirations, strengths and skills.

This policy outlines those with responsibility for **Careers Education, Information, Advice and Guidance (CEIAG)**. It then summarises the aims and desired outcomes of our careers advice and guidance and the statutory requirements and recommendations. Furthermore it outlines the provision of careers curriculum for pupils in all Key Stages 3, 4 and 5.

Our **Careers Policy** is supported by the **Careers Education, Guidance Strategy and Delivery Plan** and **Provider Access Policy**.

Statutory requirements and recommendations

Our Careers Programme has been informed by the following documents;

- DfE 'Careers Guidance and Inspiration in Schools' (March 2015)
- DfE 'Career Strategy: Making the most of everyone's skills and talents' (December 2017)
- DfE 'Careers Guidance and access for education and training providers' Statutory guidance (January 2018)
- Good Career Guidance 'Gatsby Benchmarks'

Careers Leadership and Operations

At Sacred Heart of Mary Girls School, the CEIAG team co-ordinate and monitor the delivery of the School Careers Plan. The CEIAG team comprise of:

- Mrs Sara Clohosy (Careers Leader)
- Miss Bronach McConville (Senior Leader for Safeguarding, Senior

Leader monitor for CEIAG and Citizenship/PSHE)

- Ms Karen Haberlin (Careers Assistant)
- Mr Sean Hartley (Governor for CEIAG)

Aims and Desired Outcomes

Our **Careers Education, Information, Advice and Guidance (CEIAG)** will:

- provide good quality independent and impartial careers advice to pupils which inspires them and motivates them to fulfil their potential;
- provide advice and guidance which is in the best interests of the pupil;
- contribute to raising achievement; encouraging pupils to develop high aspirations and consider a broad and ambitious range of careers;
- provide opportunities to work in partnership with employers, training providers, local colleges and others to provide opportunities to inspire pupils through real-life contact with the world of work;
- develop enterprise and employability skills including skills for self-employment;
- support inclusion, challenge stereotyping and promote equality of opportunity;
- encourage pupils to see career development as a life-long process;
- support pupils at key transition points.

The outcomes of the CEIAG policy are reviewed and evaluated regularly. Details can be found in the **School Improvement Plan** under Core Priority 5: Development and Welfare.

Careers Curriculum

Our Careers education is mainly delivered through Citizenship and PSHEE lessons; there are different units for each year group and these are outlined below. Additionally, departments also deliver careers education related to their specific subject area during lessons. Details of each unit, separate days

and events and timings can be found in the **Careers Programme** in Appendix 1 in the **Careers Education Plan 2018-2019**.

- **Year 7 Careers Unit: ‘Knowing yourself and getting inspired’**
- **Year 8 Careers Unit: ‘The Importance of Career Choices - The Real Game’**
- **Year 9 Careers Unit: ‘Choosing subjects and researching careers’**
- **Year 10 Careers Unit: ‘Exploring career options and building skills’**
- **Year 11 Careers Unit: ‘Making decisions and taking next steps’**
- **Year 12 Careers Unit: ‘Making decisions and preparing for the future’**
- **Year 13 Careers Unit: ‘Moving into higher education and employment’**

Furthermore all pupils have access to a range of extra-curricular clubs and trips that support their understanding of different subjects.

Pupils with **SEND** and in receipt of **Pupil Premium** receive personalised support from the SENCO, independent careers advisor and external bodies where appropriate.

Information and Resources

Pupils at Sacred Heart of Mary Girls’ School are provided with a number of ways to access information on different pathways and career options:

- Prospects Career Advisor
- Careers Suite (Sixth Form Block and D-Block)
- Careers Section in the Independent Study Centre (ISC)
- Careers Web (available via the School website)
- Start (online platform available to both pupils and parents)
- Kudos (online platform)
- ULAS (online platform and programme) – Years 12 and 13
- RPA Transition Event, Harrow Lodge (Autumn term) – Year 11
- Careers Fair (Spring Term – Years 12, 13, 11 and 10)
- UCAS Convention Visit – Year 12
- Work Experience (Year 12)
- Access to external speakers from employers (local, national and international), apprenticeship programmes, professional bodies and organisations as well as former pupils

Miss B McConville

September 2018