



ALL LEARNING IS AN ARCHWAY TO SUCCESS

Careers Policy

This is a policy of Archway Academy.

Staff Responsible: Louise Allison, Inclusion and Careers Lead

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INTRODUCTION

Archway strongly believe that every student should be provided with high quality careers education to help them make informed decisions in their future choices. At Archway, the staff offer effective careers learning experiences and Careers education. Careers, Information, Advice, and Guidance (CEIAG) is an essential part of the support we offer to students.

Students follow a planned career programme to help them achieve knowledge, understanding, skills, attitudes, and attributes to help them make choices on their 14-19 pathway.

Effective careers support can help to prepare young people for the opportunities, responsibilities, and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole-school remit designed to complement the rest of the school curriculum.

Every student at Archway has the right to receive careers guidance, up to date resources and information. The staff at Archway work with students so they understand the different progression routes into employment. This is through meaningful discussions with students about all options available to them.

This policy sets out how career activities are delivered within the school setting and explains what can be expected from the Archways careers programme. This year due to the complex and rapidly challenging situation of Covid-19, the career programme will be delivered in accordance with Archway's health and safety guidelines.

COMMITMENT

The school is committed to developing a whole school approach to CEIAG by providing a planned programme of activities within and outside the curriculum and in partnership with Redcar and Cleveland Borough Council, Careers enterprise and other external agencies.

This includes providing a clear careers programme of events defined by the CDI framework linked to the curriculum and that is designed to help all students develop skills needed for the world of work or each year of school through years 7 to 11.

Archway ensures all students have access to careers guidance and use of the best careers resources to help make a successful transition when leaving school post 16, allowing access for all students to independent and impartial careers guidance.

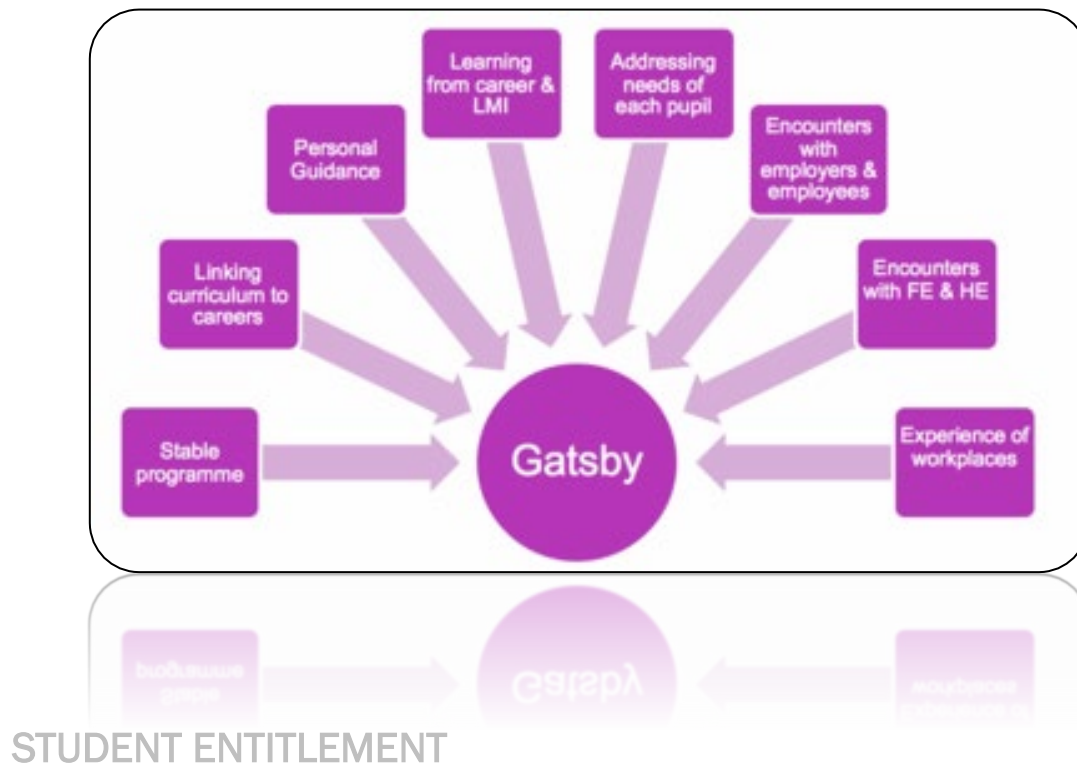
AIMS AND OBJECTIVES

Archway's careers programme aims to increase, motivate and raise the aspirations of the students through developing their skills and increasing their confidence and self-esteem throughout their time at Archway to reach their desires, helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work. This includes promoting equality and ensure students are not excluded allowing the students of Archway opportunities regardless of their background, ability, race, or gender.

Archway School follows the principles of the Gatsby Benchmarks and review the programme regularly through feedback and the use of the Career and Enterprise audit tool.

Archway aims to provide students up to date labour market information through facilitating meaningful encounters with employers, visits and speakers for all students and linking with local businesses and industries, encouraging participation in continued learning, including further and higher education and apprenticeships. During the complex and rapidly challenging situation of Covid-19, we understand that there are many challenges around enforcing the career programme and Archway will follow government guidelines when running activities.

Key objectives for the careers programme are as follows:



All students at Archway are encouraged to take part in career activities and to take an active role in their own career development. Archway focus careers development on student's self-development, learning about careers and the world of work and development of career management and employability skills.

During their time at Archway students can expect:

- Support to help make the right choices post 16
- Access to up to date and unbiased information on further education, training, careers, and labor market information
- Support to help develop the self-awareness and career management skills needed for their future
- Career lessons during tutor time and PSHE from year 7 to year 11 covering options post 16, the world of work, the job market and skills needed for the future
- Have a least one meaningful encounter with an employer from the world of work each school year. This could be through work experience, classroom activities, assemblies, career talks, projects, or workplace visits.

- Have a chance to hear from several education and training providers, including colleges, universities, and apprenticeships organisations; this will include assemblies, talks and drop ins.
- Opportunity to talk about careers and educational choices with staff and a careers team.
- At least two one to one guidance interviews with a trained careers adviser by year 11 and access to guidance by appointment for students in other years.
- Archway will keep parents/carers updated on students' progress and provide them with information to support students career planning and decision making.

PARENTAL INVOLVEMENT

Archway are committed to involving parents in student's career decisions, parents are kept up to date with careers related information through the school website, Facebook, letters, opening evenings and telephone conversations.

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home and the school website. With the student's agreement, a copy of the action plan from one-to-one careers meetings will be sent home. Parents/carers are welcome to attend careers meetings, by prior arrangement and, in some cases, will be asked to attend. They are also welcomed to contact the Careers Lead at school, should they have any questions or concerns.

STAFF: ROLES AND RESPONSIBILITIES

Archway's Careers lead is responsible for taking a strategic lead and direction for careers work in the school, working under the direction of the Senior Leadership Team.

Archway's Careers lead is also a Level 6-qualified Careers and Guidance advisor and works alongside a qualified independent Careers Adviser to offer career guidance throughout the year.

All Archway staff support careers activities and careers learning at school including teaching assistants, form tutors, behavior mentors and subject teachers. The careers lead has a key role in supporting and administering career-related activities and events.

Teachers will support career development in several ways including:

- Form Tutor time
- Assemblies
- Discussions in lessons
- Support students to access one to one career interview in teaching time
- Provide a range of activities that inspire students including employer talks, career fairs, motivational speakers, college, and university visits
- Links on the internet with employers to help students develop employability skills and explore roles and opportunities available
- Engage online and face to face with local employers to support meaningful work experience activities
- Provide local labour market information to and from agencies and websites

Staff Development

Archway will ensure to provide staff training opportunities in CEIAG through CPD sessions over the years and the Careers lead will update staff with up-to-date information.

The Career lead will attend regular CEIAG meetings with Redcar and Cleveland council and CEIAG workshops/conferences with the Career Enterprise Company to keep up to date with best practice and legislations.

Archway Career Education and Guidance Programme of Study 21/21

Year	Autumn term Main focus Colleges, University, CVs, and cover letters	Spring Term Main focus Apprenticeships, job applications and interview techniques	Summer term Main focus Training providers and Employment (Job search)
Year 7	<ul style="list-style-type: none"> • Career of the fortnight (Health and Social care, Mining, Horticultural, Wind Turbine, Aviation, Military, Sports) • Drop ins sessions college • Visits to colleges during outdoor education • Careers Library • PSHE lessons linking to careers (including labour market information, • Assemblies – colleges, university • Employers talks 	<ul style="list-style-type: none"> • Career of the Fortnight (Emergency Services, Hair and Beauty, Factory, business, Catering, Education) • Drop in session with Careers advisor • Career library • Visits to Middleborough college or Virtual • Apprentice week • National Careers week • Employer talks • PSHE lessons 	<ul style="list-style-type: none"> • Career of the fortnight (Construction, Retail, animal care, Motor Mechanics, Maritime, Art and Design) • Drop in sessions with Careers advisor • Visit to colleges • Visit to University or virtual tour • Careers Carousel
Year 8	<ul style="list-style-type: none"> • Career of the fortnight (Health and Social care, Mining, Horticultural, Wind Turbine, Aviation, Military, Sports) • Dinner time Drop ins with the colleges • Drop in sessions with Careers Advisor • Careers Library • Careers fair • PSHE lessons linking to careers • Assemblies – colleges • Employer talks 	<ul style="list-style-type: none"> • Career of the fortnight ((Emergency Services, Hair and Beauty, Factory, business, Catering, Education) • Drop ins with careers advisor • Career library • Visits to Redcar college • Apprenticeship week • National Careers week • Employer talks • PSHE lessons 	<ul style="list-style-type: none"> • Career of the fortnight (Construction, Retail, animal care, Motor Mechanics, Maritime, Art and Design) • Career library • Drop in sessions with Careers advisor • Visits to colleges • Careers carousel • Employer talks • PSHE lessons
Year 9	<ul style="list-style-type: none"> • Career of the fortnight (Health and Social care, Mining, Horticultural, Wind Turbine, Aviation, Military ,Sports) • Drop in sessions with Career advisor • Careers Library • Careers fair • Visit to Art college • PSHE lessons linking to careers • Assemblies – colleges • Apprenticeship talks 	<ul style="list-style-type: none"> • Career of the fortnight (Emergency Services, Hair and Beauty, Factory, business, Catering, Education) • Drop in session with college • Career library • Visits to Redcar college • Apprenticeship week • National Careers week • Employer talks • PSHE lessons 	<ul style="list-style-type: none"> • Career of the fortnight (Construction, Retail, animal care, Motor Mechanics, Maritime, Art and Design) • Drop in session with college • Drop in sessions with Careers advisor • Career library • Visits to colleges • Careers Carousel • Employer talks • PSHE lessons

<p>Year 10</p>	<ul style="list-style-type: none"> • Career of the fortnight (Health and Social care, Mining, Horticultural, Wind Turbine, Aviation, Military ,Sports) • Drop ins with careers advisor • Careers Library • Careers fair (Virtual) • PSHE lessons linking to careers • Assemblies – colleges • Apprenticeship talk • After school career club 	<ul style="list-style-type: none"> • Career of the fortnight (Emergency Services, Hair and Beauty, Factory, business, Catering, Education) • Drop in session with Careers advisor • Career library • Visits to colleges • Apprentice week • National Careers week • Employer talks • PSHE lessons • CV work shop • Mock interviews • Application workshop • Taster sessions at Training providers • After school career club 	<ul style="list-style-type: none"> • Career of the fortnight (Construction, Retail, animal care, Motor Mechanics, Maritime, Art and Design) • Drop in session with Careers advisor • Career library • Visits to colleges • Careers Carousel • Employer talks • PSHE lessons • Drop in session with Careers advisor • Career library • National Careers week • Employer talks • After school career club
<p>Year 11</p>	<ul style="list-style-type: none"> • Career of the fortnight (Health and Social care, Scaffolder, Business Manager and Admin, Wind Turbine, Aviation, Military ,Sports) • Drop ins with Careers advisor • Careers Library • CV workshop • Careers fair • Visit to colleges • PSHE lessons linking to careers • Assemblies – colleges • One to one with careers advisor • Apprenticeship talks • After school career club 	<ul style="list-style-type: none"> • Career of the fortnight (Emergency Services, Hair and Beauty, Factory, business, Catering, Education) • Drop in session with Careers advisor • Career library • Visits to Middleborough college • Apprenticeship week • National Careers week • Employer talks • PSHE lessons • One to one with careers advisor • CV work shop • Mock interviews • Application workshop • Taster sessions at Trainer providers • After school career club 	<ul style="list-style-type: none"> • Career of the fortnight (Construction, Retail, animal care, Motor Mechanics, Maritime, Art and Design) • Drop in session with Careers advisor • Career library • Visit to Middleborough college • Careers Carousel (Virtual) • Employer talks (Virtual) • PSHE lessons • One to one with careers advisor • CV work shop • Mock interviews • Application workshop • Job search work shops • Taster sessions at future placements • Experience of a work place • After school career club

Years 7, 8 & 9

Key activities: KS4/GCSE options choices

Lessons might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities will support Archway's Career of the fortnight.

By the end of Year 9, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness
- Hear from or talk to representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, parent events, meeting with senior staff at school and the option of a careers meeting.
- Career support while going through the fair access protocols or support moving on to alternate provision

Year 10

Key activities: Work experience and mock interviews

Lessons include preparing to find and carry out work experience placements or experience of a workplace; CVs, applications, and interview technique in preparation for mock business interviews; an introduction to post-16 options.

By the end of Year 10, all students will have had the opportunity to:

- Develop their self-awareness and career management skills, including writing a CV
- Experience at least one encounter of a workplace
- Experience a taster day in a sixth form or college setting
- Be introduced to the different Post-16 pathways.

Year 11

Key activities: Post-16 applications

Students will learn how to write a personal statement for post-16 applications; hear from guest speakers in assembly about sixth form, college training provides and apprenticeships; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options.

By the end of Year 11, all students will have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore Post-16 options
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Develop their self-awareness and career management skills
- Apply for Post-16 options and back-up plans, as necessary
- Continue to develop the skills needed for a successful transition
- Have at least two meetings with a career's adviser.

ARCHWAY EVENTS

World at Work

Throughout the year, the school will invite employers to meet and talk to the students of all years. This gives students the chance to learn about the world of work including the hours, job roles, career paths to the job role and what is included in a typical day of the job role.

Towards the end of the school year Archway invite employers to take part in our yearly career carousel. Students move around in groups to speak to different employers and given the opportunity to ask questions.

Career week

Every year Archway take part in careers week. This week includes a range of different activities in tutor and as a whole school. In this week, Archway have several college talks, Career interviews, guest speakers in assemblies, and employer talks.

Career fair

Every November Archway invite all local colleges and training providers to be part of our Career fair. This gives students and parents the opportunity to meet with different providers and find out what is available to them.

CURRICULUM

All the staff at Archway contribute to Careers through their roles as tutors and subject teachers and aim to give students opportunities throughout the curriculum. Careers education runs through each subject with display boards linking the subjects to careers and the use of Career of the Fortnight to aid discussions in lessons. Students are given opportunities to develop their employability skills inside and outside of the classroom with visits to workplaces and colleges.

CAREER GUIDANCE MEETINGS

All year 11 students at Archway will have at least two interviews with Mrs. Allison who is Archway's career's adviser. The adviser will contribute to support the student in career goals and aspirations. Individual action plans are completed with each student and tracking systems are put in place to support the student through transition.

All students and parents can request an appointment with the Careers adviser by submitting a referral through Archway's Career Lead.

For any students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalized curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

The careers adviser will record action plans and will record them on the school system. Students will receive a copy and parents and staff have the option to see this information, so they can support the process. If a student is absent or fails to attend, an alternative time will be arranged.

CAREER INFORMATION/ RESOURCES

Archway is committed to providing the resources to enable an effective career programme and career information is available through relevant displays in classroom and throughout the school. The careers library includes a range of university and college prospectuses, career guides, apprenticeship, and employer information

Students are encouraged to access the Careers Library as part of their research into their Post-16 Education and receive regular notifications via their school email address regarding career interview appointment, Open Events and Apprenticeship opportunities.

A Careers notice board situated within the main hall provides up to date information on Post-16 Providers, Open Events, Resources, useful websites, and announcements.

EXTERNAL PROVIDERS, PARTNERSHIPS AND EMPLOYERS

Partnerships

Archway work closely with the Careers and Enterprise Company and the Redcar and Cleveland Foundation team to ensure Archway have all the up-to-date information on careers. The career lead attends all workshops and network meetings throughout the year.

Archway have established links with Middleborough, Redcar, Pursglove and Askham Bryan, CCAD and Stockton College. This involves those attending workshops, drop ins and assemblies at Archway and our students been involved in tours and taster days at the colleges.

Archway career lead also attends college drop ins for previous students to help students be successful in college.

Archway also have links with local training providers and the armed forces.

Employer links

Links with employers, businesses and other external agencies continue to grow through Archway, by building on local community connections; as well as through

the support of the school's Enterprise Advisor (brokered through Careers & Enterprise Company).

Over the course of an academic year Archway aim that students have access to several employers and providers to find out what is available to them post 16.

If a provider wishes to attend any of Archways events, they should contact the career lead. Archway plan several events over the year which offer providers an opportunity to come into school and speak to both students and parents.

Providers are welcome to leave a copy of their prospectus or relevant information for Archways career library.

External providers Access Statement/ Provider Access Procedure

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organizations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

This policy statement 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.

Our provision includes various opportunities for students to access a range of events. These are mainly integrated into schools' careers programme and curriculum. These events are therefore delivered internally, with contribution from external providers where appropriate.

A provider wishing to request access should contact Mrs. Allison, via the school contact details.

Local providers are invited to key events and If external providers are interested in coming into school, they should speak to Mrs. Allison, our named Careers Lead to identify the most suitable opportunity.

The school policy on safeguarding and Covid risk assessments sets out the school's approach to allowing providers into school as visitors to talk to our students.

MONITORING AND EVALUATION

Archway's Careers Programme is planned, monitored and evaluated by the Careers Lead with the support of staff and SLT.

The policy is reviewed by the Senior Leadership Team and submitted to the Board of Governors annually.

Archway's careers education is reviewed annually through student voice and staff evaluation. Students are given opportunities for feedback after each activity through verbal, questionnaires, or written reviews.

All providers and employers who attend any events at Archway are offered the opportunity to give feedback.

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data, and hard and soft outcomes for students.

The careers programme is evaluated in several ways, including:

- Student feedback on their experience of the careers programme and what they gained from it.
- Staff feedback on careers lessons, World of Work week activities, mock interviews etc.
- Gathering informal feedback from external partners and from parents
- Quality assurance of careers lessons as part of the tutor time programme
- student destination figures post-16 and post-18
- Using the Gatsby compass to audit careers against the 8 benchmarks of Gatsby.

EQUAL OPPORTUNITIES

Archway is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. Encouraging all students with opportunities in different career paths that suit their interest, skills and strengths and ensure no student faces stereotyping challenging gender stereotyping in the world of work is covered during several sessions throughout the year.

All students will access advice and guidance suited to their needs with support to explore options that suit their preferences, skills, and strengths. The team work on early identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. The careers advisers work with the SENCO to support Education, Health and Care planning and the inclusion team to support students who may be facing other challenges.

SUPPORTING POLICIES AND RELATED INFORMATION

The policy for Careers Education, Information, Advice and Guidance should be read in conjunction with:

- The Gatsby Benchmarks
- Statutory Guidance for CEIAG
- Redcar & Cleveland Borough Council
- Work Experience Policy
- Safeguarding and Child Protection
- Equal Opportunities and Diversity
- General Data Protection Regulations (GDPR) Policy

The school aim to follow guidance in relation to:

- Careers guidance and access for education and training providers (2021)
- Careers Strategy: Making the most of everyone's skills and talents (2017)
- CDI Framework for careers, employability, and enterprise education (2020)
- Relevant guidance from DFE and OFSTED as appropriate.

This policy was formally approved by the Governing Body on:

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded

Chair of Governors:

Name:

Date:

Head Teacher:

Name: Mr Leigh Beaumont

Signature: 

Date: September 2021