

Careers Education and Guidance Policy

July 2021



THE JO RICHARDSON

SUCCESS FOR ALL

C O M M U N I T Y S C H O O L

ACHIEVE

Vision and Ethos

Our vision is to provide students with a wealth of careers knowledge and experience to prepare them for life after Jo Richardson Community School and to enable them to make the best possible choices for themselves. This includes thorough and up-to-date information on post-16 and post-18 opportunities. Careers education and guidance is embedded in all areas of school life including in the curriculum, assemblies, extra-curricular activities and ACHIEVE days. Our careers education and guidance support our ACHIEVE agenda and "Success For All" motto. All students should feel that they can achieve their goals and should be encouraged to have high aspirations.

Context and Rationale

Section 42A of the Education Act 1997 requires Governing Bodies to ensure that all registered students at the school are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds). The Careers Guidance and Access for Education and Training Providers 2018 outlines the use of the Gatsby Benchmarks as a basis of providing and improving careers provision.

The Governing Body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Staffing and Resources

The careers programme is managed by the Assistant Headteacher with responsibility for careers. All staff contribute to CEAG in all capacities. This includes tutors and PSHE teachers as well as support staff. Heads of Department and other teaching staff will also plan, monitor and evaluate the elements of careers education that are delivered in their lessons and will ensure that CEAG is embedded within their curriculum where appropriate (see Appendix A).

Partnerships

The school works with a range of providers to deliver the CEAG programme. This includes the LBBB Careers Service, colleges and universities, Team London, business partners and volunteers who work with us to provide events and activities such as Work Experience and ACHIEVE Days. We involve parents, staff and Governors at all opportunities and welcome their support.

Career and Labour Market Information Resources

Staff, students and parents can access information on higher and further education through our website as well as accessing guidance via the Sixth Form library and the LBBB Careers service. Access to careers information and labour market is shared with the relevant year groups as it becomes available.

Monitoring, Review and Evaluation

In order to review and evaluate our CEAG provision we:

- communicate regularly with LBBB Careers Service and our Team London contact;
- use the Compass Tool to evaluate our performance against the Gatsby Benchmarks;
- conduct a questionnaire with students following careers meetings (both one to one and group sessions);
- conduct a survey/questionnaire with students, staff and our volunteers following Work Experience and the ACHIEVE Employment Day.

APPENDIX A

[Link to Careers Map - Curriculum](#)

APPENDIX B

Jo Richardson Community School Careers Provider Access Policy Statement

1. INTRODUCTION

This policy statement sets out Jo Richardson Community School's arrangements for managing the access of providers to students at our school. The aim of this is for providers to have the opportunity to give information to students about their education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.

<https://www.legislation.gov.uk/ukpga/1997/44/section/42A>

2. STUDENT ENTITLEMENT

All students in Years 8 to 11 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information about the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options events, assemblies, group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses

Please see programme of events in Appendix A and on the website.

3. MANAGEMENT OF PROVIDER ACCESS REQUESTS

Procedure

A provider wishing to request access should contact the Assistant Headteacher in charge of careers in the first instance via email to office@jorichardson.org.uk

Opportunities for access

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

Please see programme of events in Appendix A and on the website.

4. PREMISES AND FACILITIES

The school will make the main hall, classrooms or private meeting rooms available as appropriate to each individual activity. The school will make any necessary equipment available, eg, internet access and projectors, in order for the provider to be able to carry out their presentations. Individual requirements for events will be discussed with the provider in advance of each event with either the Careers Leader or other relevant member of staff.

Providers are welcome to leave a copy/copies of their prospectus or other relevant course literature with the relevant member of staff at school.