

# **CAREERS, INFORMATION,** **ADVICE & GUIDANCE POLICY**

Wollaston School



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## **IAGS Vision**

As well as preparing students for the finish line of Years 11-14, we will also endeavour to prepare them for the starting line that is the rest of their lives.

## **Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspire them to consider a range of career pathways to help ensure sustained and successful employability throughout their working lives. Careers information, advice and guidance is a central part of our whole school ethos in which we support all students to achieve their life goals.

## **Commitment**

Wollaston School is committed to providing our students with a programme of careers information, advice and guidance (IAG) for all students in Years 7-13.

All areas of the school curriculum endeavour to educate students about the skills and opportunities that engagement with their subjects develop and create.

The IAG programme is also delivered directly through our Personal Development Days, PSHE and pastoral curriculum.

Individual professional, impartial advice and guidance is available for all students. Students in KS4/5 who are disadvantaged (in receipt of 16-19 Bursary/Pupil Premium) or those who have an EHC plan or statement are given priority when scheduling the one-to-one appointments. The school also targets those on any alternative provision, intervention programmes or who are referred by Heads of Year.

Relationships with recent alumni are actively maintained and used to inspire and enthuse students to consider future opportunities. This enables past students to continue their personal development after they have left school.

## **Context of the current IAGS provision**

The school's programme of advice and guidance was noted in the most recent Ofsted ( May 2017 ) report i.e. '...high quality careers information and guidance.'

The school is conscious of the challenge to fully implement the eight Gatsby benchmarks. Monitoring the achievement of these benchmarks is internally assessed via the compass tool provided by The Careers and Enterprise Company. In October 2019, the average score achieved on these was 73.3%. The more recent score was 77%.

The number of Year 11 and Year 13 students leaving school without positive destination has been in low single figures during the last few years and the NEET figure for Year 11 leavers of summer 2022 was 0.

## **Strategic Aims of The IAGs provision :**

- to contribute to whole school strategies for raising academic achievement, especially by increasing motivation and aspiration.
- to support inclusion, challenge stereotyping and promote equality of opportunity.
- to allow students to assess and evaluate their own personal strengths and areas for development.
- to meet the needs of all our students through appropriate, impartial careers guidance.
- to facilitate the development of decision-making skills within a careers context.

- to further develop enterprise, employment and citizenship skills.
- to make students aware of the opportunities available to them.
- to make students aware of key developments in the local , regional and international labour market
- to encourage participation in continued learning including Further Education, Higher Education and Apprenticeships.
- to reduce drop out from and course switching in education and training within school and at other institutions.

#### **Key performance indicators of the IAGs programme**

- Number of NEET students post Year 11, Year 12, Year 13 and Year 14.
- Feedback from students, staff, visitors and parents from school led initiatives such as The Wollaston School Careers Fair, 'World of Work' days and 'Personal Development' days.
- Take up by students of relevant opportunities such as the weekly drop-in careers sessions and the 1:1 Careers Advice and Guidance sessions.
- Number of students and parents applying for places at careers events organised by external institutions.

#### **Roles and Responsibilities of Key IAGS staff**

<b><u>Staff role</u></b>	<b><u>IAGS responsibility</u></b>
Governor Link	To promote the development of IAGs work within Wollaston School and secure the support of the governing body.
SLT Link	To ensure that the IAGS programme is supported and the Careers Leader has sufficient resources and support.
The Careers Leader	To ensure that the objectives of the IAGS programme are achieved.
The SEMLEP Area Lead	To support the work of the careers leader by providing training, resources, advice and guidance.
The Careers Advisor	To deliver impartial careers advice and guidance to students. To work with the careers leader in publicising opportunities for students.
Enterprise Advisor	To support the work of staff in school by providing expertise and resources from external sources.
Head of Year	To ensure that tutors in each year team are aware of their specific responsibilities in publicising IAGS opportunities and carrying out IAGS work with students.
Form tutors/Sixth form mentors	To ensure that relevant IAGs opportunities are advertised to students and publicise opportunities as requested by The Careers Leader.
Faculty Career Champions	To promote the availability and use of careers related resources within their curriculum area in order to enhance and enrich curriculum content.

Subject staff	To promote the relevance of their subject to students and publicise relevant opportunities.
Admin staff	To facilitate the promotion of relevant opportunities within school and outside of school as requested.
SEN team	To ensure that the Careers Leader and Year Team are aware of the specific needs of SEN students.

### **Teaching Staff Expectations:**

Staff are encouraged to make the links between elements of their curriculum and future careers which students may enter.

The skills taught by curriculum areas are also emphasised by staff.

Staff are encouraged to engage in relevant CPD in order to raise their awareness of future opportunities which may benefit students.

The Careers leader represents the school in forums such as SEMLEP and NSBA meetings. The school has affiliation membership of The Careers Development Institute which helps to provide further continuous development for staff.

School Professional Development Days and Pastoral staff meetings will include development opportunities in IAG related matters.

### **Communication**

Communication takes place via direct e-mails, school website and headteacher's newsletter.

Access to careers advisors is provided for all parents at key transition stages in key stages 3, 4 and 5.

Pupils are offered information about a wide variety of careers related events within school and at external venues. Visits from local colleges, national and international universities are encouraged at key times within the school year and made available to targeted year groups.

Parents are encouraged to seek further information about the IAGS programme through regular communication about key events and opportunities.