Mowbray School

INVESTORS IN PUPILS

Eco-Schools

Living the Olympic and Paralympic Values

AUTISM ACCREDITATION

SSAT Research CharterMark Extending level

Healthy School

Careers Policy

MISSION STATEMENT/ETHOS

Achieving Success through Understanding, Respect and Endeavour'

Document Status			
Approval responsibility Please state either Governing Body, Sub-Committee (please state which) or Headteacher		*FGB… …*	
Person signing this policy (i.e.Chair of meeting or Headteacher)		*……Robert Dunning, Chair of Governors*	
Signed:	……	**Date:**	…21/01/20…..
Date of Policy Approval	…21/01/20…	**Date of next Policy Review**	21/01/22..
Date Policy uploaded onto Sharepoint		……	

Mowbray School:

Careers and Enterprise Information and Guidance (CAEIAG) and Provider Access Policy 2019 (updated 2020)

The 2020 policy update explains how:

- Student experiences and expectations including how aspirations are raised.
- CAEIAG is lead and managed
- stakeholders are involved in reviewing and proposing changes to current practice and procedures relating to the provision of CAEIAG.
- the Governing Body is kept informed of the Careers programme and it's effectiveness.
- student leaver destinations are recorded and updated.
- the Mowbray Curriculum embeds CAEIAG that it is at the very centre of every child's journey and experiences.
- the Mowbray Curriculum raises aspirations.
- Career and PfA experiences are recorded.

Approval and review by Governors at Curriculum and Standards Committee:

Signed: _____ Robert Dunning, Chair of Governors

_____ Jonathan Tearle, Headteacher

_____ Link Governor

Date approved: _____ **Review due:** Every two years.

Mowbray School Careers Policy 2020 Overview

Pupil Experiences and Expectations:

Mowbray School pupils will:

- Experience a broad and balanced curriculum specifically tailored to meet their individual needs as identified as part of the ***Preparation for Adulthood*** programme and detailed in their Education Health Care Plan. The curriculum seeks to draw out the capabilities and talents of young people and encourages them to pursue their ambitions.
- Have opportunities to visit different environments and meet employees and employers through regular and routine curriculum activities which include: working in different roles around school including the school farm (on site) and the school shop in Bedale town, career fairs, visiting speakers, subject related visits and tours that link curriculum learning to future employment.
- Without bias, students will have opportunities to discuss and see a wide variety of career paths including, but not limited to: vocational training, academic courses and post 16 learning relevant to the students' capability and long-term objectives.
- have experiences and progress relating to PfA and Careers development recorded using appropriate reporting software (e.g. 2build / evidence me).

Frequently Asked Questions

What is a Career?

The term "Career" is used to explain the pathway that a young person takes as they mature. It relates to education, training and employment. As explained the **Gatsby Benchmarks SEND Guidance**, all activities that shape or prepare a young person for their future are considered to be career related. All **Preparation for Adulthood** (PfA) activities are therefore considered to be part of the careers programme provided by the school.

What is Careers Guidance?

This guidance will happen throughout school; through events, both formal and informal. School staff, professional Careers Advisors, visiting employers, along with school and college tutors, contribute to the guidance a young person will receive.

When does Career Guidance occur?

It happens all the time. Class teachers will often refer to employment opportunities during lessons and form times. In addition to the advice and guidance available to students through their routine contact with staff, special events and meetings specifically aimed at refining and pursuing beneficial career paths take place throughout the school year.

What specialist advice will students receive?
A member of North Yorkshire County Council's Career Advisory Service will meet individually with all students once a year in Year 9, 10 and 11. Reports are written and submitted to make part of the student's annual review. The Careers Advisor is suitably experienced and qualified to give unbiased and appropriate career guidance.

How will students develop employability skills and prepare for the transition from school to the work place?
All students will have career related targets listed as part of the PfA (**Preparation for Adulthood**), section in their EHCP which is reviewed annually. The school will actively pursue the accomplishment of these areas of skill and knowledge. Part of this process will include encounters with potential employers. Employment and vocational experiences will be arranged to meet the individual needs and aspirations of the young person. Depending on the individual circumstances of each case, work placements may be arranged.

Where and when will work placements take place?
Every work placement will have been personally agreed and specified by a senior leader in school. Depending on the attributes of the young person attending, placements may be for short, or extended periods, be part or whole days. Work placements will generally be offered for students in years 10 and 11.

Will children be safe whilst on placements?
In addition to working with NYCC Careers Advisory Service, Mowbray school will be working with NYBEP (North Yorkshire Business and Enterprise Partnership) who have, for many years, organised, monitored and evaluated work placements for students in North Yorkshire. Students will only participate in placements that meet all of the legislative and statutory requirements relating to school-centred work experience.

How do parents / carers contact the Careers Leader?
Contact the school on 01677 422446 or email nigel.wilford@mowbrayschool.co.uk to discuss career-related concerns or questions. The Careers Leader will also be available for appointments at Parent Evenings.

Leadership and Management of CAEIAG

There will be a named Career Leader (Nigel Wilford) who shall be part of the School Leadership Team. The Careers Leader is an important role within school, requiring appropriate time allocation, which is given as part of SLT time allowance. Key responsibilities of the Careers Leader include:

- Liaising with the Careers Advisor to ensure appropriate levels of contact with students as part of their Preparation for Adulthood.
- Liaising with Heads of Primary and Secondary departments, and PSHE coordinator to maximise integration and embed CAEIAG into routine curriculum.
- Organising individual work-experience placements as requested as part of annual reviews or as other situations necessitate.

- Arrange and coordinate student visits to Post 16 institutions.
- Develop contacts and maintain relationships with local employers.
- Organise the Annual "Careers Fair" inviting colleges, training providers, local employers and small businesses from around the region.
- Working with parents / carers and the Careers Advisor to identify and secure places on appropriate post 16 courses / training programmes.
- Working with NYBEP and other organisations to develop enterprise activities
- Monitor and report upon the CAEIAG that occurs within routine curriculum
- Evaluate and report upon the effectiveness of the PfA / Careers Programme

Engagement with colleges and training providers
All students will have access to a range of training providers and colleges through the careers event held at Mowbray School. In addition to this, College open days will be promoted through school communications. Additional visits to colleges and training providers may be offered to those who are considering a course there whose home location would make it an appropriate choice for them to attend.

Monitoring the progress of past students
In the Autumn term, parents of students who left the school in the preceding Summer will be contacted and requested to confirm the current education / employment status (course, college, employer etc) of the of the past-student. In the first year of Post-16 activity, there will be a follow-up call in the Summer term to confirm continued placement and receive updated information. Thereafter, a call will be made once a year to confirm the student's education / employment status. This information will be stored electronically.

Evaluation of the CAEIAG programme
CAEIAG is embedded within The Mowbray, and specifically The Mowbray PfA curriculum. As such is reviewed annually as part of the school's routine evaluations. In addition to this curriculum overview on which staff views and student voice is sought, an exit questionnaire is distributed to parents of Post-16 students in the Autumn after they leave. The survey asks for their opinions relating to Careers and PfA preparation. The findings contribute to the whole school development plan and are presented to The Governing Body.

Quality Assurance of the Careers Programme
There will be a named governor to oversee the implementation of the CAEIG policy. The Careers Leader will report annually to The Governing Body, usually in the Autumn term. The Career Leader's report will include:

- Specific career related events that have occurred throughout the preceding year.
- The significance and contribution of the Careers Service, including random sampling of written reports and parental feedback.
- Number of and type of Post 16 related experiences taken place, including college visits, visiting speakers.
- Statutory / Inspection requirements
- How the curriculum is delivering CAEIG to all students at an appropriate level
- Student Leaver destination figures
- Student and Parent satisfaction survey and responses to them.
- Anticipated changes for the forthcoming year

Mowbray: Provider Access Policy

Introduction

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. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Specific pupil entitlement

All pupils in years 8-11 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.

Management of provider access requests.

Procedure:
A provider wishing to request access should contact:

Nigel Wilford
Assistant Headteacher,
Telephone: 01677 422446;
Email: nigel.wilford@mowbrayschool.co.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 pupils and/or their parents/carers:

Premises and facilities 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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Library, which is managed by the Careers Leader.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Careers Programme 2019 / 2020

A stable careers programme	Careers Advisor meetings in Year 9, 10 and 11
	Careers adviser available at EHCP reviews (Year 11)
	PSHE in KS3 and KS4 have specific "Careers" units
	PfA Days
Learning from labour market information	October Careers Event
	Visits to local businesses
	Careers talk through with NYBEP
	Vocational courses – in school and with external trainers.
Address the needs of each student	PSHE lessons
	1-to-1 appointments with independent careers adviser for Year 9, 10 and 11
	Visits to post-16 providers for individual students
	Individual work placements arranged
	PfA Days
Linking curriculum learning to careers	Career posters in corridor for linking curriculum
	Signposting by teachers within lessons
	Enterprise lessons in KS3 and vocational courses in KS4
Encounters with employers and employees	October Careers Event –Local Employers
	Careers talk through NYBEP
	Work Experience
	Vocational training at local businesses
Experiences of workplaces	Work Experience placements during Key Stage 4
Encounters with further and higher education	October Careers Event – Post 16 Courses
	Visits to post-16 providers for individual students
Personal guidance	1-to-1 appointments with independent careers adviser for Year 9, 10 and 11
	Tutor times
	PSHE
	Occupational Studies Lessons in KS4
	PfA Days