

Mulberry Academy Shoreditch Careers Policy

Approval Body:	MAS LGB
Approval Date:	March 2019
Implementation Date:	March 2019
Review Date:	March 2020
Policy Version:	1

Overview / General aim

'Excellent careers guidance makes sure that there is equality of opportunity. It unlocks potential and transforms outcomes for people of all ages'

Careers strategy: making the most of everyone's skills and talents (DFE Publication Dec 2017)

'A thriving careers system that is accessible to everyone is at the heart of our focus on social mobility'

(The Rt Hon Anne Milton MP Minister of State for Apprenticeships and skills and Minister for Women).

Rationale

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. The Mulberry Academy Shoreditch (MAS) programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The focus is on career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Commitment

Mulberry Academy Shoreditch is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme is being developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

The current careers programme is delivered through a combination of methods, including tutor led PHSE, assemblies, workshops, employer visits, work experience, drop down days and 1:1 sessions. Additionally, special events are held for key year groups such as the annual activity of careers events held during careers week such as bespoke pathway option evening events for Y8 students and parents/carers, focused careers learning and exploration in curriculum lessons and a variety of afterschool / lunchtime talks from various fields of work.

To enable students to track their progress and have a record of their skills, achievements and goals, they will be given an 'employability passport', which they will fill in with their form tutor and the careers coordinator throughout their time at Mulberry Academy Shoreditch. This document enables students to relate their school experience and factors such as punctuality, attendance and subject learning, to the world of work, as well as helping them identify any gaps they have against an employability skill set. It will also support CV writing and interview preparation.

Entitlement

Students are entitled to Careers Education Information Advice and Guidance (CEIAG) which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Mulberry Academy Shoreditch to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

The primary aims of the Careers Education Information Advice and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values.
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages.
- Ensure that all young people leave the school with employment, further education or training.

CEIAG at Mulberry Academy Shoreditch aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education.
- Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers (appendix 1).

Implementation: Management

Responsibilities are spread between the Assistant Headteacher with oversight of CEIAG, the Careers Leader and the work experience coordinator. They plan, co-ordinate and evaluate the careers programme. The work experience coordinator and the Assistant Headteacher plan and implement work experience for Y10 pupils. Subject leaders and Heads of Year are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in applied subjects across the school. All subjects have a focus on and link to career development and employability learning at points throughout the year. This is prioritised through the School Improvement Plan.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Heads of Year liaise with the Careers Leader to address the needs of all students, including support from teachers and external agencies, such as the independent Careers Advisor. Careers information is available in the Careers section in the Library, which is overseen by the Careers Leader and maintained by the Librarian and on the school website.

Implementation: The CEIAG Programme

The careers programme includes careers education sessions, careers lessons (within the school's timetabled subject lessons), career guidance activities (group work and individual interviews), information and research activities, employability learning (including 2 weeks of work experience in key stage 4) and individual learning planning/portfolio activities, recorded in a 'employability passport'. Work experience takes place at the end of Year 10, prior to their placement students have 1 day off timetable working with HSBC to prepare for work experience. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

All students receive at least one careers interview with a Careers Advisor during KS4 and additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements particularly challenging.

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Staff Development

Staff training is identified by a needs analysis. Currently the Careers Leader and Assistant Head Teacher are involved in a Careers, Employability and Leadership Programme.

External Partnerships

A partnership agreement is currently being negotiated to secure an independent Careers Advisor. Firm links have been established with both Hackney and Tower Hamlets Education Business Partnerships and a range of employers, particularly through the provision of work experience placements. Some KS5 pupils undertake work placements integral to their courses, specifically those doing applied courses. Employers such as KPMG visit the school to run work-related activities with pupils and to speak to pupils about a range of employment sectors.

Strong links also exist with Universities and Further Education colleges, who often come into school to speak with pupils. Any provider wishing to request access should contact the Assistant Headteacher responsible for CEIAG in the first instance. Our Drop Days, which take place once each term are the perfect opportunity for education providers to speak to relevant pupils (see Provider Access policy).

Work Experience

The objective of Work Experience in Year 10 is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students should seek a placement in an environment which is linked to a career which they are considering for their own future. During the two weeks, students will develop their communication skills, learn about the expectations of a workplace and possibly develop some skills which are specific to their placement role.

To provide work experience we work with inspire-education business partnership. Students are given the choice of ensuring they have secured a placement (before the deadline given by the Work Experience Coordinator) or working with the Work Experience Co-Ordinator and inspire's online programme 'link2' to match the students with a suitable placement. Students are supported by the school in finding a placement via assemblies, template letters and use of databases and websites such as JED and icould.com. The students are assisted by the Work Experience Co-Ordinator alongside their Head and assistant head of year, the Assistant Headteacher with oversight of CEIAG and their form tutors.

Prior to the placement, students will participate in several preparation activities including a day dedicated to preparing for work experience which is run by volunteers from HSBC. A Work Experience briefing will be held for all students in Year 10 in the week prior to their placements to ensure that they understand how to approach their placement, and the procedures to follow if there are any problems. Necessary and relevant health and safety information will also be covered. Each student will be visited or telephoned during their placement by a member of staff.

On return to school, there is a Work Experience debrief assembly followed by sessions during tutor time where the students are given the opportunity to reflect upon and share their experiences with classmates and staff.

Assessment

Through evaluation following career related events we assess whether pupils have met the learning outcomes. Learning outcomes are shared in the PSHE lessons and revisited at the end of lessons to assess whether they have been achieved.

Monitoring, review, evaluation and development of CEIAG

Our partnerships are reviewed regularly. The following provision is reviewed by the Careers Leader and the Assistant Headteacher with oversight of CEIAG:-

- Annual review of partnership activities with the independent Careers Advisor.
- Annual review of partnership with both Hackney and Tower Hamlets Education Business Partnership.
- Parents and students are asked to evaluate work experience provision.
- Lesson and tutor time observations as part of School Self Evaluation
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Annual review of the PSHE programme by the Pastoral team in Years 7-13.

- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools. Annually the Careers team will identify the gaps and put plans in place to provide opportunities to ensure that the gaps are filled.