



# PUDSEY GRAMMAR SCHOOL

EST.1905

## Careers Policy 2022 – 2023

*This policy has been agreed by the Governing Body of  
Pudsey Grammar School*

*Signed by David Webster – Chair of Governors*

Signed: David Webster

Date approved: 28<sup>th</sup> April 2022

Date of review: April 2023

## Careers Policy

**Vision:** Pudsey Grammar School is an ambitious school, keen to improve on and exceed previous success. We serve, and are proud to do so, a rich, diverse and exciting community. We live and breathe our commitment to equal opportunities and inclusivity, and work hard to ensure that Pudsey Grammar School is a cohesive, positive and exciting environment for all.

### **Introduction**

The Careers Education and Information Advice and Guidance (CEIAG) programme is an important means of motivating students to raise aspirations and attainments. We firmly believe that all students have an entitlement to a CEIAG programme, which will encourage them to see career development as a lifelong process. Pudsey Grammar School is committed to providing a planned Careers Education and Guidance (CEG) programme for all pupils in Years 7-13 with an overall aim of raising achievements for all pupils.

All young people, regardless of their race, sex or academic abilities need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The Statutory Guidance revised April 2017 places a duty on schools to secure independent careers guidance for all year 8-13 pupils. In 2014 the Gatsby report made a major contribution to our understanding of what constitutes quality in careers education, information, advice and guidance (CEIAG) in secondary schools in England. As a result, 8 benchmarks of good practice were drawn up that identify the elements of good career guidance.

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

This policy reflects the school's commitment to these 8 benchmarks.

Career guidance at Pudsey Grammar School aims to help pupils develop a positive self-image, increase self-confidence and raise personal aspirations. The school strives to provide appropriate guidance, up to date information and a range of opportunities to support pupil's development at key points throughout their education. The careers programme aims to prepare pupils for the ever changing opportunities, responsibilities and experiences of adult life and equips them with the skills to manage the choices, changes and transitions ahead of them.

This policy was developed and will be reviewed annually through discussions between all stakeholders. It is underpinned by the school's policies for Teaching and Learning: Assessment, Recording and Reporting, Personal Development Education (PSHE), Work Related Learning, Equal Opportunities, Health & Safety, Inclusion and Special Education Needs.

## **Objectives**

### **Pupils Needs**

The Careers programme is designed to meet the needs of all pupils at Pudsey Grammar School. The programme ensures progression through activities that are appropriate to pupils' stages of career learning, planning and development. The Careers programme plays a key role in reducing the number of school leavers who are NEET.

### **Entitlement**

Pupils receive careers education and guidance that is impartial and confidential. The programme aims to promote equality of opportunity for all pupils.

### **Management**

Careers Education and guidance is managed by a Careers Lead, Ms Helen Fisher. She is responsible to the Head Teacher, Mr Mark Mckelvie. The Careers Lead liaises closely with the Director of Studies of each year group whose responsibility is to ensure the careers plan is embedded within the whole year plan for the students.

### **Staffing**

All teaching staff are expected to contribute to the Careers programme through their roles as tutors and subject teachers. Other non-teaching staff such as Teaching Assistants, Learning Mentors, year leaders, mentors and progression managers also contribute to the programme.

The Careers programme is planned, monitored and evaluated by the Careers Lead in consultation with Director of Studies.

Careers Education is delivered by tutors teaching across the curriculum and by teachers and external providers in planned 'drop down days'. This is also supported by Trust Partners.

### **Curriculum**

The Careers Programme includes careers guidance activities and work related learning and enterprise activities. The school liaises closely with FE and HE providers and pupils participate in a number of widening participation activities (see CIEAG Plan for more information). The CDI framework for Careers Employability and Enterprise is used to monitor the learning outcomes for the programme.

## Partnerships

An annual Partnership Agreement is negotiated between the school and the Trust Partners:

Marks & Spencer, Appris, HSBC, University of Warwick & RM. This outlines the contributions to the programme that each make. The school also works closely with Trust Partners and several local business partners to support the Careers Programme.

## Provider Access Request

A provider wishing to request access should contact Miss Helen Fisher (Careers Lead) on [h.fisher@pudseygrammar.co.uk](mailto:h.fisher@pudseygrammar.co.uk)/0113 255 8277.

## Opportunities for access

Year Group	Autumn Term	Spring Term	Summer Term
Year 8	All students register on Unifrog to create profile/complete Employability resources via Unifrog	Careers Event/GCSE's Option Interviews	Employer Assembly
Year 9	Continue to update Unifrog Profiles/Complete Employability Resources via Unifrog Financial Capability – Barclays Money Skills	Careers Event/Employer Assembly/Sample Application Forms	Raising Aspiration Programme
Year 10	Continue to update Unifrog Profiles/Complete Employability Resources via Unifrog Employer Assembly	Raising Aspirations Programme/ Careers Fair/Career Guidance Interview for all students	Prep for Trial Interviews, completing interview booklets/CV prep Year 10 Careers Interviews
Year 11	Continue to update Unifrog Profiles/Complete Employability Resources via Unifrog Post 16 Interviews/Option discussion with students/parents	Raising Aspirations Programme/Careers Fair/Post 16 Evening/Apprenticeship/ College application support	Work Experience – Leeds Engineering/Wel come Week

Year 12	All students to register with Unifrog and explore Pathways after Post 16 Post 18 Parent/Student Eve – Higher Education / Apprenticeship	Careers Fair/Career Guidance Interviews for all students	Work Experience for all year 12 students/UCAS Convention
Year 13	Working on Unifrog and completing personal statements HE/Apprenticeship applications	Careers Fair/Finance/Budgeting Workshops	Leeds Pathways next steps/ Apprenticeship support

### Resources

Funding for Careers Programme is provided partly through the School Improvement area of the budget.

### Staff Development

Staff training needs for planning and delivering the careers education programme will be identified in the staff development plan.

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the 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.

### Monitoring, Review and Evaluation

Delivery of the careers programme is monitored as part of the whole school lesson monitoring process. The Partnership Agreement between trust partners is annually reviewed. The Careers programme is reviewed annually by the Head Teacher, Careers Coordinator and Director of Studies.

### Approval and review

Student Support, 29<sup>th</sup> April 2022, Review April 2023.