



FOXFORD

School & Community Arts College

Careers Information and
Guidance Policy
2015 - 2016

Approved by Governors – February 2015

CAREERS INFORMATION AND GUIDANCE POLICY

Introduction and Overview

At Foxford School we aim to develop each student's full potential and prepare them for their future lives as happy and successful adults. Our fundamental aim is to ensure that students leave the school with high aspirations for themselves and that they have the knowledge and the skills necessary to achieve their ambitions.

The Department of Education published "Careers Guidance and Inspiration in Schools" in April 2014. It states "The duty on schools, to secure independent careers guidance for all year 8-13 students, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every student develop high aspirations and consider a broad and ambitious range of careers. Inspiring every student through more real-life contacts with the world of work can help them understand where different choices can take them in the future".

Our careers programme is built around this vision and will continue to be modified in line with current Government legislation.

It includes:

Careers Education; to enable our students to develop their knowledge and skills about further education, training and employment.

Careers Advice and Guidance; to enable our students to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

At Foxford School, Careers Education and Guidance is seen as playing an important role in helping to motivate students to fully appreciate what they are studying and to maximise achievement both academically and personally.

It is our aim to provide completely impartial careers advice and guidance which is fully inclusive of all students, regardless of their background, gender, ethnic origin or abilities.

- We employ a full-time, fully qualified "Futures Advisor" to deliver Careers Guidance to students at key transition points in their education. She offers one-one and small group sessions to students to enable them to make fully informed decisions about their future.
- There is a Careers Education programme which is delivered by tutors within our PSHE curriculum, for all Year groups (Years 7 – 13).
- We deliver Careers Information, Advice and Guidance through our Enrichment Day programme for all students in Years 7-13.
- We recognise that staff, within each curriculum area, have a wealth of knowledge and expertise and we encourage staff to incorporate careers based learning opportunities within schemes of learning and in the delivery of lessons.
- We raise awareness of Careers and Employability through our Student Bulletin, our Careers Display Board and our School Website, which share information on a range of education and training options, including apprenticeships and other vocational pathways.

Aims

It is our intention that the students in our care will:

1. Understand themselves and the influences on them;
 - by assessing and having an understanding and awareness of themselves and by developing their personal qualities and skills;
 - by clarifying and discussing their values, attitudes and preferences in relation to work;
 - by developing key skills;
 - by developing career management skills including resilience, self-reliance and self-presentation;
2. Investigate opportunities in learning and work:
 - by investigating the knowledge and skills which people need at work;
 - by having an awareness and investigating the opportunities available to them in education, training and possible careers through use of occupational and labour market information;
 - by considering the changing patterns of work and careers and investigating the social and moral issues at work;
 - being capable, after finding out about post-16 choices of education, training and work, of making choices about their own continuing education and training, and about career paths.
3. Make and adjust plans to manage change and transition:
 - by using the results of self-assessment in their career planning;
 - by making decisions concerning their own post-16 choices;
 - by use of action planning and the recording of achievement to support their career development;
 - by being able to use the information and guidance to manage the transition to new roles and situations that they will meet, both in school and in the future at work and at leisure.

The Careers Guidance and Education Programme

The **Assistant Head Teacher** (CIAG) will have the responsibility of ensuring that the students of Foxford School receive their entitlement to Careers Education and Guidance.

The **Futures Advisor** offers one to one and small group Careers Guidance to all students in Year 11 and selected students in Year 10 (from Easter Half Term). Students who are in Year 8-13 and who are Looked After have termly meetings with the Futures Advisor.

The Futures Advisor is available to all students during first and second break and after school until 4pm. Appointments can be made for students in other Year groups to receive one to one or small group guidance through discussion with the relevant Director of Learning for each year group.

Structured events are organised for all year groups.

For example during 2014/15 all students in Year 7 have taken part in a Business and Enterprise Enrichment Day. All students in Year 8 have participated in "The Real Game" (a Careers Exploration package). All students in Year 9 have had a Dragon's Den Enterprise based day and the opportunity to attend a Careers Fair organised through Business in the Community. All students in Year 10 have attended the World

Skills Show. All students in Year 11 have taken part in a Post 16 Destination Fair where local Colleges, Universities and Apprenticeship providers were represented. Students in Years 12 and 13 have taken advantage of Work Shadowing and Work Experience placements.

We have forged strong links with Business in the Community, with our Trust Partners and with several Training Providers and local Employers. They support our Careers programme in a range of ways; by participating in activities in school such as Interview Skills for Year 10 and by offering visits and other opportunities out of school to our students so that they can experience the world of work.

Parents are welcome to contact the school in order to speak with the Futures Advisor about their child.

We believe that all students have a right to impartial information.

In ALL years Form Tutors provide guidance, as requested by students. In addition specific opportunities are created to offer individual guidance from the Futures Advisor, The Special Needs Co-ordinator, Progress Support Mentors, Directors of Learning and Senior Staff. •

Access to a Planned Careers Education Programme

Careers lessons are arranged as part of Tutor time for all students in Years 7- 13. The main aims of the Foxford careers education programme are to make sure that students have an understanding of themselves, an awareness of the opportunities available to them and are capable of making and implementing choices about their future career plans.

During Years 12 and 13 our A- Level students are encouraged to organise work experience. Some University Degree courses positively encourage this and may even in some cases insist on it, eg Veterinary Degrees.

Raising Aspirations

Foxford School works very closely with both Henley and City Colleges. We have a particularly close working relationship with Coventry University, who are one of our Trust Partners and with Warwick University for whom we are a Partner School. They offer a range of opportunities from Year 7 onwards to ensure that we maximise the aspirations of our students to go onto Further and Higher Education.

Recording Achievement and Planning

Foxford School encourages all students to maintain an up-to-date record of their achievements as they pass through their school lives. This record is to prepare them for such transition requirements as CVs and the gathering of information required by future employers. We set out to achieve this by encouraging our students to have pride in their successes whether they be academic, artistic, cultural, musical, spiritual or sporting.

Working with Parents

Foxford School ensures that parents are aware of the options available at key decision points for young people; the specialist advice and support available to students and how parents can help in their child's career planning and decision-making process. Parents' Information Evenings are arranged, attended by the Futures Advisor, for "Year 9 Options into Key Stage 4" and "Year 11 into Post 16".

Evaluation

We evaluate the quality of our careers provision and its impact on our students in a variety of ways including observation of careers education and guidance, the use of exit questionnaires and student interviews. The School monitors and evaluates the destinations of students to help to inform our future decisions and support our curriculum development. Our evaluations focus on a variety of matters including:

- • what benefits students gain from particular CIAG activities;
- • whether students have proper access to the programme;
- • whether we are making the best use of time and other resources.

The CIAG Policy is reviewed annually by the Assistant Head Teacher with responsibility for CIAG.

Date of Policy: February 2015

Date approved by Governors

Review date: February 2016