



RICARDS LODGE HIGH SCHOOL and RR6

Careers Education, Inspiration and Employability Policy

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Intent

At Ricards Lodge High School and our Co educational sixth form RR6 we are committed to providing the highest quality education and opportunities for all our students and we place achieving their full potential at the heart of our educational aspirations. We aim to support the aspirations of students and to support students through unbiased information, advice and guidance based on their individual needs. We are committed to educating the whole person and it is our intent to help our students understand the importance of responsibility, compassion, competition, fairness and honesty in all that they do.

Promoting a career development culture and an effective careers and employability programme is integral to the mission and ethos of Ricards Lodge High School and supports our core values of Trust, Resilience, Equality and Aspiration.

Our priorities are to support individual aspirations, improve attainment and ensure positive destinations. Our inclusive approach aims to meet the needs of specific groups including looked after children, young carers, different ethnic groups, students from economically-deprived backgrounds and students with special educational needs and disabilities. We commission additional opportunities through AimHigher and Local School and College Partnerships to engage our identified disadvantaged students in collaborative outreach activities such as conferences, subject taster sessions, student ambassador led sessions, application support and mentoring. These activities raise awareness of opportunity, increase aspirations and support young people to make informed choices about their futures.

There is an emphasis on providing information on the full range of options including traineeships, all levels of apprenticeships and all vocational and academic pathways

Our planned and progressive careers programme is provided through tutorial time, assemblies, subject specific activities, specific careers lessons in PSE, through our enrichment and SMSC provision, cross curriculum and specific careers events with differentiated arrangements for all year groups.

The development of CEIAG / employability entitlement is also included in our whole school improvement plans.

We are committed to:

Providing a planned, progressive programme of activities to which all students from Years 7 – 13 are entitled and which will help them to plan and manage their career journey.

Providing IAG which is impartial, unbiased and is based on student's needs from Year 7 through to Year 13. We currently work in partnership with the Education Development Trust to ensure students have access to impartial and unbiased guidance about education, employment or training at relevant transition points.

Response to Policy and Statutory Duties and Current Research

Ricards Lodge High School is committed to meeting the requirements of the Statutory Guidance: Careers guidance and access for education and training providers (2021). Our careers and employability programme follows local, regional and national frameworks for good practice and other relevant guidance. These include:

- Ofsted's inspection criteria for evaluating careers provision in schools (2019)
- CDI – Framework for careers, employability and enterprise education (2020)

At Ricards we also follow the 8 Gatsby benchmarks to develop and continuously build and improve our careers provision and we work closely with a range of external providers to ensure our students have the very best access to advice, guidance and inspirational experiences.

Implementation

Management and Staffing

There is an Assistant Headteacher who leads on careers and employability who works closely with the Sixth Form Careers and UCAS advisor.

All teachers, tutors, HOY and PSE teachers are expected to be actively involved in delivering careers and employability learning through both specific activities in PSE and through tutor times, assemblies and enrichment activities.

There is a Sixth Form Careers and UCAS Advisor who works with all our Key Stage 5 students. This role is line managed by the Deputy Headteacher with the responsibility for RR6.

Heads of Department, Heads of Year and Subject leaders also work closely with the Careers Lead to promote careers in their own subjects. Key subjects also have a designated Careers Ambassador role.

Resourcing

Online Careers resources are publicised on the school website through the designated Careers Site for students, Parents and staff and relevant resources are also shared via each year groups Google Classrooms.

There are relevant Careers Notice boards in both the main school and the RR6 LRC which are maintained by the Careers Lead and the Sixth Form Careers Advisor and Curriculum areas also produce their own displays themed "Careers in..." .

A room is allocated for careers interviews with access to IT and free from interruptions

Students have access to various specialist careers sites both in school and at home.

The Careers and Employability Programme

The programme has been devised to provide learning outcomes related to the three core aims and seventeen areas of learning for careers, employability and enterprise education in the CDI Framework for careers, employability and enterprise education of:

- Developing yourself through careers, employability and enterprise education – Understanding themselves and the influences on them. This includes: Self awareness, self-determination and self-improvement as a learner, and finance and lifestyle choices
- Learning about careers and the world of work – Investigate opportunities in learning and work. This includes: Career information skills, changing world of careers and work, progression opportunities, respect for diversity and valuing equality, diversity and inclusion, behaviour demands at work and health and safety at work
- Developing your career management and employability skills - Make the most of careers information, advice and guidance and adjust plans to manage change and transition. This includes: Planning for the future, showing initiative and enterprise, decision making and application and presentation skills

Careers/Employability Curriculum for Years 7-13

Year 7 – Who am I? Self Development – I know how to identify my strengths and weaknesses

Year 8: I understand what is out there for me. Career exploration – Investigate and assess their needs, interests, skills, attitudes and aspirations in relation to options for learning and work

Year 9 – How will my options help me reach my career goals? Career Management – Make and adjust plans to manage change and transition.

Year 10/11 – I know where I am going Post 16 and I have a backup plan. Career management - make and adjust plans to manage transition.

Year 12 – Futures Careers Exploration and management – Investigate learning opportunities and make and adjust plans to manage transition.

Year 13 – I have a clear plan for the future and a backup plan. Careers Exploration and management – Investigate learning opportunities and make and adjust plans to manage transition.

Student Entitlement

All students are offered access to a planned programme relevant to their year group and all students are entitled to a careers and employability programme that:

- is structured to deliver explicit learning outcomes
- meets professional standards of practice
- gives access to a qualified impartial and independent careers adviser for personalised advice and guidance from Year 7 - 13
- signposts to relevant up-to-date and impartial sources of careers information and advice
- signposts to key careers sites such as the National Careers Service, Amazing Apprenticeships, icould, UCAS, NotGoingtoUni and What University?
- provides impartial information, advice and guidance in the best interests of the individual student
- is person centred, personalised and differentiated
- raises aspirations, challenges stereotyping and promotes inclusion, equality and diversity
- helps them to recognise their likes, dislikes, influences, strengths and preferences in relation to career decisions
- includes information about the world of work and how the labour market is changing
- includes information about further and higher education, training, apprenticeships and T-levels and other technical qualifications.
- develops their skills and qualities to improve their employability and enterprise
- prepares them for effective and successful transitions
- helps to develop financial capability skills
- develops and strengthens personal presentation skills for selection processes
- does not impose limitations on student's aspirations based upon their social, economic or ethnic background

Staff CPD

- The Careers Lead (AHT) and PSHE lead is enabled to attend appropriate CPD
- The Sixth Form Careers and UCAS Advisor identifies and attends relevant CPD
- The HOD and Sixth Form Careers and UCAS Advisor are registered with a range of specialist careers information providers and filter and disseminate relevant information to Heads of Years to use as appropriate with teachers and tutors
- The Careers Adviser from the external guidance provider is fully qualified and is required to attend CPD and use information provided by their employer (e.g. Labour Market Information Bulletins) to keep their professional knowledge up to date
- Teachers and tutors are provided with briefings when introducing new careers activities and/ or resources through the schools CPD programme
- Sixth form teachers/ tutors are trained to support UCAS process
- The Subject Careers Ambassadors meet regularly to share good practice and develop ideas.

Partnerships / Employer Engagement

Ricards Lodge High School recognises the importance of partners and collaborative working to ensure an effective careers and employability programme. Examples of partners include:

- Impartial careers guidance – Education Development Trust
- Local Employers
- FE – Kingston College, South Thames College
- HE – Kingston, London South Bank, Goldsmiths, Ravensbourne, Royal Holloway, UCL, SOAS, University of Roehampton.
- Apprenticeship and traineeship providers – Amazing apprenticeships, ASK and Kingston College
- South London Careers Hub – Enterprise Co-Ordinator
- South London Careers Partnership Hub
- Parents and Governors – Via the Year 9 Careers Networking event and annual visits
- Other – London Borough of Merton Youth Support Service, My Future key worker service and other support agencies providing services for target groups
- Alumni network

- Kings College School/ Wimbledon High Partnerships
- Aim Higher London.

Parents/Carers

- This policy is accessible on the school's website for ease of access to parents/ carers and other partners.
- The Careers Adviser is expected to be available at parents / carers events for Years 9, 10 and 11.
- The Sixth Form Careers and UCAS Advisor is available at most events for parents / carers

Monitoring, review, evaluation, future development

The careers programme is reviewed and developed each year in relation to meeting the student entitlement and to ensure all intended learning outcomes are met related to the three core aims and the 8 Gatsby Benchmarks.

We use a range of methods including

- Tracking the provision of the key careers activities provided to each year groups to record the full range of interventions i.e. speakers, visits, volunteering and access to enrichment.
- Tracking individual careers action plans.
- Use of Education Development Trust review and evaluation data on careers guidance through their annual impact reports.
- Reviewing Careers activities with staff and students
- Reviewing the role of and contribution from core partners through annual partnership agreement reviews
- Collecting and analysing September Guarantee information to submit to the local authority
- Collecting and analysing destinations information to monitor the range of pathways and routes entered by our students at different transition points
- Monitoring the progress of pupil premium students and other students at risk of unsuccessful transitions to provide additional interventions
- The Careers lead (AHT) and Sixth Form and UCAS Advisor report to SLT and governors.

Bibliography

- The Careers Leader's Handbook - David Andrews and Tristram Hooly (2019)
- The Ladder: Supporting students towards successful futures and confident career choices - Andrew Bernard (2021)
- Paving the Way - Careers Guidance in secondary schools - The sutton Trust (2022)
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- Good Careers Guidance Report - Gatsby Foundation (2014)
- Careers in Context 2020 - The careers and enterprise company