



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Policy: Careers Education

Member of Staff Responsible:

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Careers Education Policy

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1. Introduction

Harrogate Grammar School is committed to providing a comprehensive Careers Education Information and Guidance (CEIAG) programme which fulfils the Gatsby Benchmarks. This policy is underpinned by our long-term vision and aim to provide an outstanding careers programme which encompasses the school values of 'Excellence for All' and, in this, the school recognises:

- the requirement that the school provides a rich CEIAG programme in line with statutory guidance (see appendix 1).
- the importance of meeting the needs and requirements of key stakeholders e.g. Governors, Leadership Team, teachers, parents/ carers and students (see appendix 1).
- the value of diversity and the importance of challenging stereotypes and assumptions as part of the CEIAG programme (see appendix 1).
- the requirement for equality of opportunity in respect of gender, race, disability, (see appendix 1).
- the need for confidentiality and impartiality within the CEIAG programme (see appendix 1).
- the importance of continuous reflection and evaluation of the CEIAG programme using the Compass Tool and resources provided by the Careers and Enterprise Company to ensure that the needs of all stakeholders are met. (see appendix 1).

2. Aims of the CEIAG programme at Harrogate Grammar School

Harrogate Grammar School strives to ensure that careers guidance treats all students as individuals and caters to their own needs and aspirations. Students with additional needs will be supported through a bespoke approach ensuring they receive personalised provision including reviews of a student's EHCP at key transition points and the facilitation of a well-managed transition best suited to their individual needs. All students will be encouraged to develop their knowledge, skills and understanding of careers education through the following three strands:

- **Self-Development:** To enable students to understand themselves and the influences on them, to recognise their strengths, the areas they need to improve, their skills, motivations, values and personal qualities through their career journey while at HGS.
- **Career Exploration:** To enable students to investigate and raise their aspirations through career related learning opportunities and work experience. The aim for students is to develop a knowledge and understanding of labour market information (LMI), the influence of society, wider employment trends and the range of options and routes available to them now and in the future.
- **Career Management:** To enable students to make and adjust plans to manage change and transition effectively from one stage of education, training or work into the next.

3. Statutory Requirements

The statutory requirements for Year 8 to 11 are delivered through the Big Picture Personal Development programme (at HGS which also includes Year 7) and students in Years 12 and 13 follow the Sixth Form Progression Programme. Lessons are delivered by form tutors with resources provided by the Personal Development Coordinator and Careers Leader in Key Stage 3 and Key Stage 4 along with assemblies and a range of activities during the year to support staff and students. Sixth Form resources and assemblies are provided by the Senior Tutor and Director of Sixth Form.

Impartial and independent careers guidance is accessed through the school's Careers Adviser (Mrs A Tunstall who is a Level 7 qualified careers adviser) and the school also works with other external agencies to provide quality CEIAG e.g. Local Networks, LEA, Employers, Local Enterprise Partnership, National Careers Service, Universities and Colleges and Job Centre.

The school has a designated careers leader who is also the Personal Development Coordinator (Mrs J Hinkins), the lead SLT member is the Deputy Head (Mr T Milburn) and a named Governor assigned to Careers (Mr J Godfrey).

Destination data is collated and reported within the required deadlines, including progression updates.

4. Provider Access Policy and procedure for the management of provider access requests

All pupils in years 8-13 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.

A provider wishing to request access should contact:

Jane Hinkins - Personal Development Coordinator and Careers Leader

Telephone: 01423 531127; Email: jfh@harrogategrammar.co.uk

Details of timetabled career assemblies and events which providers may attend can be found in the 'Summary of provision by year group' section of the policy and also in the school 'Provider Access Policy' document. The area of school used for each activity will depend on the number of students involved, for example, a year group assembly would be in the main hall. Facilities available in classrooms or large presentation spaces such as the hall include IT, projectors, WiFi and any specific requirements would be discussed with the provider.

5. Implementation of Careers Education, Information and Guidance - Learner Entitlement

CEIAG is delivered through the Big Picture Personal Development programme for Years 7-11 and students in Years 12 and 13 follow the Sixth Form Progression Programme. Lessons are delivered by form tutors with resources provided by the Personal Development Coordinator (who is also the Careers Leader) in Key Stage 3 and Key Stage 4 along with assemblies and a range of activities during the year to support staff and students. Sixth Form resources and assemblies are provided by the Senior Tutor and Director of Sixth Form. The impartial delivery of careers education within school is also complemented the Careers Adviser and is delivered in the following ways:

- Every student in Year 11 is offered an individual interview with the Careers Adviser.
- Individual interviews available for Year 9, 10, 12 and 13 through staff and self-referral.

- Students in Years 7-11 use Start Profile which is an online resource for them to be able to develop their careers research and careers management skills with annual assemblies and information provided to support students, parents and tutors with this resource.
- Group curriculum sessions for Year 12 on the opportunities available post 18.
- Students in Sixth Form use Unifrog software for UCAS applications supported by the student's tutor, co-ordinated and overseen by a student advisor and the Director of Sixth Form.
- Assemblies, group sessions and talks to year groups in Key Stage 3 and 4 arranged by the Personal Development Coordinator and Careers Adviser.
- Attendance at Parents' Evenings, the annual Careers Fair, support for students and parents on GCSE and A Level exam results day as well as Year 9 & Sixth Form Options Events.
- The promotion of opportunities through internal and external events, articles and adverts in the online weekly bulletins, the school website and social media to students, parents and staff.
- The advertising of upcoming opportunities and events on display boards around school, also emailed when appropriate to students via their school email.
- Liaising with FE providers and collating information on behalf of the school for reporting Destinations Measures data.
- Liaison with the Learning Support Team to support students with additional needs and personalised liaison with FE and specialist local providers to enable a smooth transition for the student.

6. Careers Resources

These are situated in the Learning Resources Centre, which is open daily, with drop-in sessions at break and lunchtime for any student at the Careers Office. In addition, all students have access to Start Profile or Unifrog as well as information about other useful online careers resources.

7. Personal Guidance

Individual independent guidance interviews with the Careers Adviser are available via staff and self-referral for any student in years 7 to 13. Parents are welcome to join their child at these interviews. This is supported with additional opportunities for students and parents to speak with the Careers Adviser at Parents' Evenings along with options and open events as these are key points of transition.

8. Work Experience and Vocational Learning

All students in Year 12 are expected to undertake a work experience placement in the summer term and Year 11 students are also supported if they would like to complete a placement after their GCSE exams have been completed. The aims of work experience and vocational learning at HGS are to encourage students to develop the skills, including communication and confidence, that will be needed in new roles and situations and a better understanding of the world of work. A small number of KS4 students also participate in highly personalised work experience opportunities as part of the Alternative Curriculum in years 10 and 11.

9. Specialist Visitors

Students gain access to professionals in a range of careers through participation in activities such as the popular annual Careers Fair, events during National Careers Week and National Apprenticeship Week, mock interviews, Big Picture Careers themed Super Learning Days,

Year 11 Sixth Form and Careers Taster Day, Year 12 Careers Package Talks, Careers themed assemblies, IBM day, subject related activities in school, subject specific trips or visits.

10. The Careers Enterprise Company and the role of the Enterprise Adviser

HGS is delighted to be part of the regional hub for The Careers & Enterprise Company (CEC), a national organisation backed by government. The CEC contracts with Local Enterprise Partnerships (LEP's) to manage the project locally, inspiring and motivating young people, supporting them to make informed choices about their future training and career opportunities.

The Careers Leader develops relationships with the Hub Coordinator and Enterprise Adviser paired with HGS as part of the Enterprise Adviser Network to further enhance the CEAIG programme at HGS and create meaningful encounters and opportunities within the world of work for students.

11. Off Site Career Information Opportunities

These are advertised and promoted to Year 11 to enable HGS students to explore the different options available to them post 16. Open days for a wide range of colleges, training providers, Apprenticeships, Job Fair and STEM events are all promoted through the weekly bulletins and students and parents are encouraged to attend these out of school.

12. Post 16

Students are provided with a range of opportunities and strategies to enable them to develop greater knowledge and awareness of Higher/Further Education and alternative employment opportunities or options through:

- Visits to Universities for Year 12 students.
- Careers Assemblies.
- HGS annual Careers Fair.
- Package Talks.
- Work Experience in Year 12.
- Use of recommended software, Unifrog, and websites to support careers research and management skills.
- Publications produced by the school and careers adviser.
- Emails regarding other opportunities, including Apprenticeship Fairs, talks and seminars
- Events and opportunities which provide information on financial budgeting, planning and access to student loans.
- Year 12 and 13 students can self-refer or be referred by a member of staff for an individual career interview with the careers adviser.
- Students are supported with their UCAS applications or plans for future study or employment by the student's tutor and this is overseen by the Director of Sixth Form and student advisor who specialises in progression.
- IBM day.

13. Transition

Students receive information and advice at transition points through events such as:

- Year 9 GCSE Options, Post 16 and Post 18 choices.

- Specific curriculum time in the Big Picture Personal Development programme, particularly in the Spring Term each year, is given over to CEIAG and transition related activities to support students to develop the knowledge and skills to be able to make confident decisions when required.
- Assemblies, advice sessions to individuals, discrete and whole year groups by the Personal Development Coordinator, Senior Leadership Team, Careers Adviser, Year Leaders and Tutors.
- An annual planned day organised for all Year 11 students in October involving speed networking with a range of employers and the opportunity to develop their CV writing, application and interview skills.
- The Sixth Form Careers Taster Day in February to enable students to experience Sixth Form subject taster sessions with support and sessions also planned for students considering FE colleges or apprenticeships.
- An annual planned week of an organised activities and presentations for all Year 12 students with a focus on career adaptability for higher education, alternative HE pathways, Apprenticeships, Gap year and voluntary options followed by work experience in July.
- The annual Careers Fair held at Harrogate Grammar School in November for all students and their Parents/ Carers in Years 7 – 13. There are typically 80 stands at the event including representatives from FE, HE, Apprenticeship providers as well as a wide range of local and national employers.
- Handouts and links to websites provided by national bodies and internally for the full range of pathways.
- Information from subject areas encouraging students to consider future study or employment in that areas including careers, job sectors, apprenticeships as well as FE/HE courses.
- Links and liaison with local colleges, training providers and employers providing alternative pathways to A levels.
- Attendance at any of the external career events promoted.

14. Summary of provision by year group

The information below outlines the CEAIG programme at HGS which is delivered during the academic year to enable students access to information on the full range of career pathways available so that they are empowered to make informed choices about their next steps and the career options available to them. This programme is supported by the following staff at HGS:

JFH – Mrs Hinkins (Personal Development Coordinator and Careers Leader)

AT – Mrs Tunstall (external Careers Adviser)

KLM – Mrs Moat (Associate Headteacher)

Sixth Form Team – (Director of Sixth Form, Senior Tutor and Year Managers)

| | Autumn Term | Spring Term | Summer Term |
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| Year 7 | <p>September - Big Picture start of year launch assembly which includes explanations about the Spring Term which is dedicated to Careers Education and Financial Education (JFH).</p> <p>October - HGS annual careers fair assembly inviting all HGS students and parents to attend the careers fair in November. This assembly also includes brief introduction to the Start Profile for tutors and students (JFH).</p> <p>November – students and parents invited to attend the annual HGS careers fair (JFH).</p> <p>HGS Personal Development programme ‘The Big Picture’ weekly lessons throughout the term which are focused on PSHE/RSE topics in the Autumn Term; opportunities to also make links to CEAIG also included whenever possible (JFH).</p> | <p>Spring Term - Big Picture Careers Education and Financial Education weekly lessons with form tutors (JFH).</p> <p>January – Big Picture Careers Education, Financial Education and Employability Skills Introduction Assembly (JFH).</p> <p>January – year group specific assembly delivered by external careers adviser (AT).</p> <p>February – National Apprenticeship Week information and resources shared with students, parents and staff (JFH).</p> <p>March – National Careers Week information and resources shared with students, parents and staff (JFH).</p> | <p>HGS Personal Development programme ‘The Big Picture’ weekly lessons throughout the term which are focused on Citizenship topics. In the Summer Term, opportunities are given to make links to CEAIG also included whenever possible (JFH).</p> |
| Year 8 | <p>September - Big Picture start of year launch assembly which includes explanations about the Spring Term which is</p> | <p>Spring Term - Big Picture Careers Education and Financial Education weekly lessons with form tutors (JFH).</p> | <p>HGS Personal Development programme ‘The Big Picture’ weekly lessons throughout the term</p> |

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| | <p>dedicated to Careers Education and Financial Education (JFH).</p> <p>October - HGS annual careers fair assembly inviting all HGS students and parents to attend the careers fair in November. This assembly also includes brief introduction to the Start Profile for tutors and students (JFH).</p> <p>November – students and parents invited to attend the annual HGS careers fair (JFH)</p> <p>HGS Personal Development programme ‘The Big Picture’ weekly lessons throughout the term which are focused on PSHE/RSE topics in the Autumn Term; opportunities to also make links to CEAIG also included whenever possible (JFH).</p> | <p>January – Big Picture Careers Education, Financial Education and Employability Skills Introduction Assembly (JFH).</p> <p>January – year group specific assembly delivered by external careers adviser (AT).</p> <p>February – National Apprenticeship Week information and resources shared with students, parents and staff (JFH).</p> <p>March – National Careers Week information and resources shared with students, parents and staff (JFH)</p> | <p>which are focused on Citizenship topics. In the Summer Term, opportunities are given to make links to CEAIG also included whenever possible (JFH).</p> |
| <p>Year 9</p> | <p>September - Big Picture start of year launch assembly which includes explanations about the Spring Term which is dedicated to Careers Education and Financial Education (JFH).</p> <p>October - HGS annual careers fair assembly inviting all HGS students and parents to attend the careers fair in November. This assembly also includes brief introduction to the Start Profile for tutors and students (JFH).</p> <p>November – students and parents invited to attend the annual HGS careers fair (JFH).</p> | <p>Spring Term - Big Picture Careers Education and Financial Education weekly lessons with form tutors (JFH).</p> <p>January – Big Picture Careers Education, Financial Education and Employability Skills Introduction Assembly (JFH).</p> <p>January – year group specific assembly delivered by external careers adviser (AT).</p> <p>January – Year 9 Options Assembly (KLM).</p> <p>January - Year 9 Parent Options Evening (SLT and Subject Staff).</p> | <p>HGS Personal Development programme ‘The Big Picture’ weekly lessons throughout the term which are focused on Citizenship topics. In the Summer Term, opportunities are given to make links to CEAIG also included whenever possible (JFH).</p> |

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| | <p>HGS Personal Development programme 'The Big Picture' weekly lessons throughout the term which are focused on PSHE/RSE topics in the Autumn Term; opportunities to also make links to CEAIG also included whenever possible (JFH).</p> | <p>February – National Apprenticeship Week information and resources shared with students, parents and staff (JFH).</p> <p>March – National Careers Week information and resources shared with students, parents and staff (JFH).</p> | |
| Year 10 | <p>September - Big Picture start of year launch assembly which includes explanations about the Spring Term which is dedicated to Careers Education and Financial Education (JFH).</p> <p>October - HGS annual careers fair assembly inviting all HGS students and parents to attend the careers fair in November. This assembly also includes brief introduction to the Start Profile for tutors and students (JFH).</p> <p>November – students and parents invited to attend the annual HGS careers fair (JFH).</p> <p>HGS Personal Development programme 'The Big Picture' weekly lessons throughout the term which are focused on PSHE/RSE topics in the Autumn Term; opportunities to also make links to CEAIG also included whenever possible (JFH).</p> | <p>Spring Term - Big Picture Careers Education and Financial Education weekly lessons with form tutors (JFH).</p> <p>January – Big Picture Careers Education, Financial Education and Employability Skills Introduction Assembly (JFH)</p> <p>January – year group specific assembly delivered by external careers adviser (AT).</p> <p>February – National Apprenticeship Week information and resources shared with students, parents and staff (JFH).</p> <p>March – National Careers Week information and resources shared with students, parents and staff (JFH).</p> | <p>HGS Personal Development programme 'The Big Picture' weekly lessons throughout the term which are focused on Citizenship topics. In the Summer Term, opportunities are given to make links to CEAIG also included whenever possible (JFH).</p> <p>June/July – presentations to tutor groups by careers adviser to provide information and overview of Post-16 options and the process for individual guidance interviews in Year 11 (AT).</p> |
| Year 11 | <p>September - Big Picture start of year launch assembly which includes explanations about the Spring Term which is dedicated to Careers Education and Financial Education (JFH).</p> | <p>Spring Term Big Picture Careers Education and Financial Education weekly lessons with form tutors (JFH).</p> <p>January – Big Picture Careers Education, Financial Education and</p> | <p>HGS Personal Development programme 'The Big Picture' weekly lessons throughout the term which are focused on Citizenship topics. In the Summer Term, opportunities are given to</p> |

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| | <p>September – Year 11 Work Experience Launch assembly with information also sent to students and parents (JFH)</p> <p>October - HGS annual careers fair assembly inviting all HGS students and parents to attend the careers fair in November. This assembly also includes brief introduction to the Start Profile for tutors and students (JFH).</p> <p>October – Year 11 Big Picture Careers Super Learning Day speed networking with employers, developing employability and career management skills (JFH).</p> <p>November – students and parents invited to attend the annual HGS careers fair (JFH).</p> <p>HGS Personal Development programme ‘The Big Picture’ weekly lessons throughout the term which are focused on PSHE/RSE topics in the Autumn Term; opportunities to also make links to CEAIG also included whenever possible (JFH).</p> <p>Individual careers guidance interviews provided by the careers adviser during this term (AT).</p> | <p>Employability Skills Introduction Assembly (JFH)</p> <p>January – year group specific assembly delivered by external careers adviser (AT)</p> <p>February – HGS Sixth Form Taster and Careers Day (Sixth Form Team and JFH/AT)</p> <p>February – HGS Sixth Form Open Afternoon (Sixth Form Team and Subject Staff)</p> <p>February – National Apprenticeship Week information and resources shared with students, parents and staff (JFH).</p> <p>March – National Careers Week information and resources shared with students, parents and staff (JFH).</p> <p>Individual careers guidance interviews provided by the careers adviser during this term (AT).</p> | <p>make links to CEAIG also included whenever possible (JFH).</p> <p>June – Year 11 Work Experience Programme (JFH)</p> <p>August – GCSE results day support from HGS staff, Sixth Form Team and Careers Adviser</p> |
| Year 12 | <p>During the term students will be involved in the following activities:</p> <ul style="list-style-type: none"> • Introduction to the Packages • Individual guidance | <p>During the term students will be involved in the following activities:</p> <ul style="list-style-type: none"> • Higher Education Information Evening | <p>During the term students will be involved in the following activities:</p> <ul style="list-style-type: none"> • Attend university open days • Further University visits with school |

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| | <ul style="list-style-type: none"> • Employer talks by package • University visits • Introduction to Oxbridge • Volunteering and Enrichment activities • HGS Careers Fair | <ul style="list-style-type: none"> • Introduction to HE research materials • Individual appointments exploring HE and employment • Package talks and Enrichment activities continue | <ul style="list-style-type: none"> • Progression Days • IBM Big Interview Day • Year 12 Work Experience |
| Year 13 | <p>During the term students will be involved in the following activities:</p> <ul style="list-style-type: none"> • UCAS applications and support with personal statements • Individual appointments exploring HE and employment • Oxbridge and Medicine interview conference • Oxbridge and Medicine interview weekend • HGS Careers Fair | <p>During the term students will be involved in the following activities:</p> <ul style="list-style-type: none"> • Apprenticeship and alternatives to university support programme • CV Workshop • Student Finance Evening | <p>During the term students will be involved in the following activities:</p> <ul style="list-style-type: none"> • Post results day support including UCAS clearing or adjustment and employment advice |

15. Monitoring, reviewing, evaluating and reporting

The implementation and effectiveness of the careers programme at HGS will be monitored and reviewed annually by the Careers Leader, SLT Lead for Careers, Careers Adviser, Director of Sixth Form and the Link Governor for Careers. Student and parent feedback will also be gathered during the year as we recognise the important role that students and parents have in shaping a child's career development and the responsibility we have as a school to provide an aspirational, supportive and effective CEAIG programme for all.

Appendix 1 – Statutory Guidance Information

The 2002 Education Act requires schools to provide a balanced and broadly-based curriculum which:

a) promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society and b) prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

Schools and colleges have a public sector duty to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics (2010 Equality Act).

The statutory career guidance duty (2011 Education Act, subsequently extended) requires schools to ensure that all students are provided with independent careers guidance from year 8 to year 11 which is presented in an impartial manner, provides information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the students to whom it is given. *Statutory guidance: Careers guidance and access for education and training providers* (DfE, 2018)

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

2018 Access to Providers - New legislation (2018, paras 61-69) requires all maintained schools and academies to provide opportunities for a range of education and training providers to have access to pupils from Y8-13. (Statutory Guidance 2018, pp. 29-31, 33).

Every school and college is expected to publish information about their careers programme, including the name of their Careers Leader (Statutory Guidance, 2018).

Gatsby

The DfE's guidance to schools and colleges states that all schools and colleges should aim to meet the Gatsby Foundation's Benchmarks of "Good Career Guidance" by the end of 2020 (para.17, p.14) For further information:

- Gatsby Good Career Guidance <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>
- The Careers & Enterprise Company Gatsby benchmark toolkits for schools https://www.careersandenterprise.co.uk/sites/default/files/uploaded/gatsby_benchmark_toolkit.pdf

Quality in Careers Standard

The DfE guidance strongly recommends that all schools should aim to achieve accreditation under the Quality in Careers Standard (para.22, p.16) <http://www.qualityincareers.org.uk>.

The school achieved this accreditation in 2017 and is currently going through re-accreditation.