



KING HAROLD
ACADEMY

KHA CAREERS POLICY MARCH 2019

This Careers Policy helps underpin the mission statement of King Harold Business and Enterprise Academy (“the School”).

Introduction

This policy is designed to incorporate:

- ▶ To challenge, support and inspire every individual to achieve their best
- ▶ To cultivate a stimulating environment where everyone feels valued and success is celebrated
- ▶ To work collaboratively to ensure high standards of behaviour, teaching and learning across the school
- ▶ To provide a range of opportunities so that all students can achieve their full academic potential
- ▶ To promote excellence through care and support

Purpose

The school is committed to providing a planned programme of careers education for all students in Years 7 to 11. Offering impartial information, advice and guidance (IAG).

The school endeavours to follow the Careers guidance and access for education and training provider (DFE 00111-2015 - 00002-2018) and other relevant guidance from the DfES, QCA and Ofsted.

Guidelines

All of our students are entitled to impartial information, advice and guidance (IAG). This is essential to enable our students to both enjoy and achieve economic well-being.

Schools and Academies have a statutory duty to provide impartial careers advice, information and guidance in Years 7-13 (Education Act 2011 Education Regulations).

The school employs a qualified level 6 careers advisor who is a member of the Careers Development Institute and on the national register of careers advisors, who adheres to their ethical code of conduct.

Our students need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives.

The Careers policy both supports and, is underpinned by the following key policies: - learning and special educational needs.

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers Leader who provides specialist careers guidance. Careers information is available in the Learning Resource Centre. This is maintained by the Careers Leader. Administrative support is available to the Careers Leader.

Aims and Objectives

The Careers programme is designed to meet the needs of all our students. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education, advice and guidance that meet professional standards of practice and are person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

Curriculum

The school has its own Careers programme in place which meets the requirements of the eight Gatsby Benchmarks. The programme is reviewed annually against the benchmarks to ensure it remains on target.

The programme includes careers education sessions through the curriculum via planned lesson time (Period 1) from Year 7 to Year 11. Career guidance activities including group work and individual interviews with our Careers Advisor Mrs Hammond. They will also have the opportunity to meet with employers and Post 16 providers. Our students have access to the Learning Resource Centre Careers Library where they are able to use a variety of media.

By the end of KS3 students will have accessed the Job Explorer Database which is an online careers tool, completed careers lessons to assist with option choices and have had the opportunity to speak to FE providers, employers and attend a careers fair.

During KS4 students will take part in a two week work experience placement, they will learn to produce CVs and letters of application. Work experience preparation and follow-up is facilitated through the curriculum during Period 1, Active Tutorials and other appropriate areas of the curriculum. Students are also offered a Mock Interview with an employer or industry professional to help prepare them for college, sixth form and apprenticeships. Students will have access to Kudos which is an online careers tool to explore and research Post 16 options.

We have our own Careers office which is open Monday, Tuesday and Friday from 8.00 am to 4.00 pm. We run an 'open door' policy for our Careers Office, students can come in at lunchtime and after school and look through our resources and speak to Mrs Hammond. Students and Parents can also make an appointment in person or via e-mail.

The school has achieved a quality kite award (RoQA) for Careers, Education, Information, Advice and Guidance (CEIAG), this has been achieved and awarded for the last 6 years.

Our links are constantly being both developed and strengthened. Links currently exist with our IAG Consortium of local Careers Leaders, 14-19 partners; Careers Enterprise Company, Aim Apprenticeships, NCS, parents and carers, governors, local employers and advisory staff.