



# THE KING'S SCHOOL

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## GRANTHAM

# Careers, Education, Information, Advice and Guidance Policy

## Introduction

The school will provide appropriate support and guidance to empower every student to make key decisions about their future and to motivate them in working towards achieving their goals.

This policy has been written to adopt the Government's Careers Strategy and to follow the Gatsby Benchmarks, to ensure all students have access to independent careers guidance and to be informed about technical education qualifications, apprenticeships and higher education opportunities.

Careers, Education, Information, Advice and Guidance (CEIAG) refers to the full programme of careers education supported by personalised information, advice and guidance tailored to the individual needs of the student. The aims of CEIAG are:

- To provide all students with an awareness of all academic studies in the context of the working world.
- To provide an opportunity for all students to develop an understanding of a wide range of careers and the associated careers pathways.
- To enable students to identify their strengths and interests and acquire the necessary experience in working towards a particular career goal, as well as looking to address any areas of weakness.
- To enable a student to make a fully informed choice about their future education and career and to provide support and guidance.
- To develop relationships with organisations, professional and higher education establishments with a view to enabling students to secure valuable insights into potential routes of education and employment.

## Management of The Careers Programme

Justin Dixon (Deputy Head Master) and Nathan Whales (Assistant Headteacher) are the Careers Leaders.

The Careers Leaders are assisted by:

- A part-time Careers Advisor who delivers impartial careers interviews, assemblies, talks and workshops.
- A Work-Related Learning Co-ordinator who oversees organisation of careers interviews, talks and work experience placements in Year 10 and 12.
- A Head of Department for Personal, Social and Health Education (PSHE) who incorporates careers education into the PSHE curriculum.

## Delivery of The Gatsby Benchmarks

Gatsby Benchmark 1 – A stable careers programme.

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

Policy adopted: July 2013  
Reviewed: October 2020  
Next Review: June 2024

Careers education is embedded into the curriculum. It is part of the Personal Social Health Education (PSHE) programme. In addition, the careers programme includes assemblies, workshops, guidance activities, research activities and work-related learning.

The school uses the Unifrog careers platform to provide each student with access to careers information and activities. Students and staff record and monitor all careers activities undertaken.

### Gatsby Benchmark 2 – Learning from career and labour market information.

Every student and their parents should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

The Careers Advisor provides information about future career options and labour market information in termly assemblies to all year groups and supplements this with a termly newsletter to students and parents.

A programme of Careers Talks led by the Careers Advisor, alumni, parents and guests focus on a wide range of careers and labour market information. Parents are invited to attend the after-school talks.

All students can request an appointment with the Careers Advisor for an individual or group discussion.

All students in Year 9 and 11 are supported through the options process. All students and parents attend a dedicated evening and students complete a personal statement and application form. Every student has an individual meeting with a pastoral leader to discuss their options and future aspirations.

Unifrog is accessible to students and parents and provides full information and guidance about further education and labour market information through the use of the Careers Library and the Apprenticeship Tool.

The school website contains information about further online resources containing further education and labour market information.

The school's library contains many CEIAG based resources which can be accessed by all year groups. The Sixth Form have dedicated resources in the Sixth Form Centre.

The school encourages all students to attend careers events either in their own time or as part of a school trip.

The school hosts an annual Careers Fair.

Unifrog provides information about activities which will promote a student's prospects of success in a particular subject, for example MOOC's.

The school provides details of open days, conventions, workshops, masterclasses and speakers from a variety of educational establishments and employers through school assemblies, newsletters, website and Unifrog messaging.

Links with University of Leicester and University of Lincoln to provide personalised and tailored support throughout the year.

### Gatsby Benchmark 3 – Addressing the needs of each student.

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed quality and diversity considerations throughout.

The careers programme has activities tailored to meet the needs of each year group.

All students can request an appointment with the Careers Advisor for an individual or group discussion.

The individual and group appointments with the Careers Advisor look to identify individual student needs so that they may be signposted to appropriate resources.

Data is collected from group activities so that information relevant to a student's interests may be provided.

The school hosts an annual Careers Fair.

King's School alumni are invited to support the school in various careers activities.

Unifrog enables students and the school to record and monitor all careers activities undertaken.

Unifrog enables students to research a range of different pathways: university, apprenticeship and the world of work. Teachers can access student interactions to monitor and support each individual.

All careers related activities and resources are available to all students, regardless of race, gender, disability, social background or sexual orientation.

Members of the Senior Leadership Team and Sixth Form Heads of Year will be available following publication of GCSE and A Level results to discuss post 16 and 18 options.

Information is provided to students who may be eligible for university outreach, pathway and access programmes, along with information about summer schools and masterclass/ taster days.

Year 12 UCAS day.

University visits including Oxbridge and Russell group Universities.

Annual Oxbridge day

Medical applicants supported by talks from practicing medical professional, current medical students and lead lecturer of University of Lincoln Medical School. Students are also directed to local NHS training programmes.

Links with University of Leicester and University of Lincoln to provide personalised and tailored support throughout the year.

**Gatsby Benchmark 4 – Linking curriculum learning to careers.**

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career paths.

The careers programme is embedded as part of the curriculum.

STEM workshops and activities throughout the year.

Careers assemblies are delivered by the Careers Advisor every term to all year groups. These are supported by alumni and guests.

A programme of Careers Talks led by the Careers Advisor, alumni, parents and guests focus on a wide range of careers. Parents are invited to attend the after-school talks.

Annual Newton (Science) and Burleigh (Arts/Humanities) lectures are led by distinguished academics and are attended by students, parents and members of the wider community.

Medical applicants supported by talks from practicing medical professional, current medical students and lead lecturer of University of Lincoln Medical School. Students are also directed to local NHS training programmes.

Unifrog provides subject specific career activities and enables reference to be made to careers opportunities in different areas of the curriculum.

Unifrog provides activities designed to promote employability skills.

**Gatsby Benchmark 5 – Encounters with employers and employees.**

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

The school hosts an annual Careers Fair, with speakers from a wide range of professions and industries.

A programme of Careers Talks led by the Careers Advisor, alumni, parents and guests focus on a wide range of careers and labour market information. Parents are invited to attend the after-school talks.

Careers assemblies are delivered by the Careers Advisor every term to all year groups. These are supported by alumni or guests.

Visiting speakers attend school on a regular basis, representing a variety of professions and organisations.

Workshops are provided by a variety of employers, with students being selected based on their particular interests.

Students are directed to specific materials relating to degree apprenticeship programmes sponsored by employers and coached as to the selection process.

There is a work experience programme for Years 10 and 12.

Mock interview events are provided by the school for prospective Oxbridge and Medical students.

Individual mock interviews are arranged on a 1-to-1 basis pursuant to students' requests.

### Gatsby Benchmark 6 – Experiences of workplaces.

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of careers opportunities, and expand their networks.

There is a work experience programme for Years 10 and 12.

Sixth form students have time allocated within their timetable for enrichment activities which is often within a workplace environment.

Employers deliver talks in assemblies and as part of the Careers Talks programme.

### Gatsby Benchmark 7 – Encounters with further and higher education.

All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

University visits including Oxbridge and Russell group.

Annual Oxbridge day.

University outreach work and advice provided throughout the year.

Information sessions on student finance run by outside organisations.

Every student completes a UCAS, job or apprenticeship application including personal statement. This creates a CV which generates their reference from the school.

Students are provided with information about technical and tertiary education through literature provided directly to students and parents.

Providers of technical education are invited to attend the Careers Fair and details of their open evenings are supplied to students and parents.

Providers of tertiary education are invited to give presentations. They also attend the Careers Fair and Higher Education Evening.

Masterclasses and Taster Days provided by higher education establishments are promoted to students.

Students are encouraged to attend Summer Schools and apply for Outreach/Access Programmes.

Students are encouraged to attend conferences and open days.

Links with University of Leicester and University of Lincoln to provide personalised and tailored support throughout the year.

### Gatsby Benchmark 8 – Personal Guidance

Every student should have the opportunities for guidance interviews with a career advisor, who could be internal (a member of school staff) or external, provided they are trained to an

appropriate level. These should be available whenever significant study or career choices are being made.

Every student is scheduled an individual meeting with the Careers Advisor by the end of Year 11 and a further interview is available should it be requested before the end of Year 13.

All students can request an appointment with the Careers Advisor for an individual or group discussion.

The Careers Leads offer impromptu interview appointments to all students for general careers guidance, UCAS application advice, apprenticeship applications, assistance with work experience placements and preparation of CV's.

Records are kept of all careers interviews.