

The Kingsley School

Careers Policy

Monitoring and evaluation

The effectiveness of this policy is monitored by Head of Careers and the Deputy Head (Pastoral).

This policy is reviewed every two years.

Head of Careers

Deputy Head

Reviewed : Summer 2020

Next review : Summer 2022

The Kingsley School

Policy for Careers Education, Information, Advice and Guidance

Rationale

An effective programme of careers education in school, supported by effective careers advice, information and guidance helps to motivate, encourage and inform students, helping them on their journey to a fulfilling career.

Aims

Kingsley's career programme reflects the aims and aspirations of our students. With a programme of activities throughout Senior School and Sixth Form, we support the students to explore career areas they may be aware of, but also to broaden their knowledge and experiences to motivate them to consider a range of possibilities. We encourage them to challenge the stereotypes, to raise their aspirations and to develop themselves and their talents.

Just as important however, we want to support them in developing the employability skills needed to succeed in today's rapidly evolving workplace – adaptability, resilience and a good understanding of their own strengths and attributes to make effective career decisions throughout their lives. We want to equip our students with the skills and knowledge necessary for successful transition to university/college, apprenticeships or employment.

The careers department aims to help students:

- Assess their personal skills, talents, interests and aspirations.
- Aim high in their education and career choices.
- Develop decision making skills.
- Increase their awareness of educational training and careers opportunities.
- Make a successful transition from school to higher education and into work.
- Feel empowered to plan and manage their own futures.
- Foster a love of life-long learning and continual self-development to help sustain employability and achieve personal and economic wellbeing throughout their lives.

Objectives

- To provide a structured careers programme, relating to the specific requirements of each year group.
- To develop employability skills in all students via the curriculum, assemblies, tutor time and off-site days.
- To provide opportunities for students to listen to and question people from different areas of employment.

Management

The Head of Careers is responsible for co-ordinating the careers programme under the supervision of C. McCullough, Deputy Head.

Staffing

The Head of Careers leads the careers programme, additionally, all staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

Curriculum

The careers programme includes careers education (years 6-13), individual careers guidance interviews, information and research activities, work-experience opportunities (years 10 & 12), and other focused events, e.g. a Careers Fair (biennially).

Resources

Funding is allocated from the annual school budget planning. No-cost provision is actively sought. Students have access to a dedicated Careers Room (in Sixth Form) which is continually updated with relevant materials, dates of external events and other opportunities, and a small section of the LRC is devoted to Careers resources.

Staff development

Staff training needs for planning and delivering the careers programme have been assessed and training planned to meet them. Funding will be accessed from the training budget held by the school.

Monitoring, review and evaluation

A framework for monitoring and assessing the delivery of the careers programme is in place and the overall programme is reviewed annually by the Head of Careers (to be shared with the Deputy Head) who will perform a careers audit against the quality standards to identify desirable improvements. SLT and governors to analyse destination statistics and other relevant data.

Review

This policy was written in summer 2017, reviewed after 12 months, subsequently to be reviewed every two years by the Head of Careers.

Drafted : June 2017
Reviewed : April 2018, Summer 2020
Next review : Summer 2022