

## Careers Education, Information, Advice and Guidance Policy: Senior School

### Introduction and Aims

The CEIAG Policy has been drawn up with reference to the following documents:

- Department for Education (January 2023), [Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff.](#)
- ISI Independent Schools Inspectorate (April 2023), Section 4 of [Framework for the inspection of association independent schools, including residential \(boarding\) schools and registered early years settings.](#)
- Gatsby (April 2018), [Good Career Guidance: Reaching the Gatsby Benchmarks.](#)
- Career Development Institute (January 2020), [Framework for careers, employability and enterprise education.](#)

### Rationale

While, as an independent school, there is no compulsion to adhere to the statutory guidance, this guidance represents good practice standards in relation to CEIAG and achieving the Gatsby Benchmarks.

Following it will ensure that we are inspiring pupils to consider all future possibilities, to aim high, to take advantage of opportunities both inside and outside of school and to become informed about education, training and career options.

A comprehensive CEIAG programme will equip pupils with the ability to assess their current strengths, consider areas for development, research current and future opportunities and acquire the employability skills valued by future employers.

### Aims

The principal aim of our CEIAG programme is to provide the information, advice and guidance necessary for all our pupils to make and implement well-informed and realistic decisions and to successfully manage change and transition.

The Careers and PSHE Departments work together to encourage the development of each individual in terms of developing the knowledge, skills and values that will support their future ambitions, economic well-being and financial capability. We aim to support each young person to reach personalised goals which will enable them to leave school for a positive destination and to pursue the career of their choice.

Sydenham High aims to develop the following capabilities in all pupils:

- To recognise their own strengths and weaknesses, and evaluate how these might affect future choices in relation to:
  - their GCSE and A Level choices
  - their options post 16
  - the world of work
- To make informed decisions by making effective use of information, advice and individual-focused guidance
- To develop and demonstrate personal and employability skills
- To learn through a range of work related activities

The Careers Department seeks to:

- provide up-to-date information on a wide range of careers and higher education courses and to ensure the pupils are aware of the resources available
- enable each pupil to make informed decisions about option choices for GCSE, A level and higher education
- provide support for parents to help them help their children to make the right decisions
- encourage each pupil to develop knowledge and understanding of themselves and to plan for a career which best suits their interests and abilities.

An individual's success is dependent on their own attitudes and personal qualities in addition to academic achievement. The CEIAG programme reflects the School and the GDST Values and aims to foster in pupils a positive attitude towards acquiring those skills relevant to adult life and to develop in each student self-confidence, self-reliance and a sense of personal worth.

## **Provision**

CEIAG provision for Y7 to Y13 pupils is designed to ensure that all our pupils are supported to develop the skills and knowledge they will need to make successful educational and career choices.

Careers Education is predominantly delivered through PSHE lessons in year 7 to year 11; with additional tutorial periods and enrichment activities for targeted year groups such as Take Your Daughter to Work Day for year 9, Morrisby, PUSH talk and Next Steps talks for year 10, and Next Steps meetings and WEX for year 11.

In Sixth Form, pupils participate in the timetabled Professional Skills Programme (PSP) to further develop essential 'soft skills' for their future careers, including interview

preparation, networking, presentation skills and professional communication. They also undertake a volunteer work placement for a term in which they further develop and practise their soft skills, as well as gaining vital experience of the workplace.

For years 12 and 13, our Next Steps Programme is run by the Head of Sixth Form and the Deputy Head of Sixth Form in collaboration with the governors and external visitors, and includes Oxbridge and Competitive Courses Preparation, Medvet preparation, UCAS preparation, creative foundation course guidance, and Apprenticeships application support, as well as the 'Curate Your Future' information page with up to date next steps related events and opportunities.

The CEIAG programme is further enhanced by focussed Careers Events and talks aimed at developing the understanding of pupils and parents in relation to the world of education, employment and training.

We host an annual Sixth Form experience day for year 10 in order to give them a flavour of what it is like to study in the Sixth Form and take A Levels as part of our Next Steps program..

## **Delivery**

Delivery is structured to ensure that pupils gain knowledge and skills and receive guidance as is appropriate to their stage of career learning, planning and development to ensure progression through a range of group based activities and individual interventions which will equip them to make informed choices at key stages of decision making. The programme promotes equality of opportunity and inclusion including providing enrichment opportunities in areas where women are under-represented.

- All staff are expected to contribute to the CEIAG programme through their roles as subject teachers and tutors. Individual subject departments are encouraged to relate their subject to the world of work and regularly invite former pupils, working parents and local employers into the classroom.
- Appropriate career guidance software is used at different stages in the pupils' journey: introduction to elements of Unifrog from year 7 onwards; Morrisby Aspirations in year 9 and Morrisby Profile in year 10; Unifrog and UCAS in Sixth Form.
- Pupils receive a one-to-one careers guidance interview with an independent Morrisby qualified careers adviser in both year 10 and year 12 to help guide with next steps.
- The Head of Sixth Form and Deputy Head of Sixth Form conduct individual guidance interviews with all year 11 pupils in both September and January to support with A Level choices and next steps, and with all Sixth Form pupils in both years 12 and 13s to facilitate post 18 choices.

- The Pastoral Care Team ensures that increased support and mentoring is available to pupils throughout the senior school who have issues that may be preventing them reaching their full potential. This includes E2L support and individual support for pupils with specific learning difficulties.
- All year 11 pupils are encouraged to undertake a one-week work experience placement immediately after their GCSE exams. Pupils are encouraged to use personal contacts to source placements which will offer them the maximum benefit from their experience and increase their own understanding of the world of work. Some placements may also be sourced through school parent and alumnae contacts. This process is managed by the Careers Leader. When a physical placement is not possible, virtual WEX opportunities are promoted to pupils.
- Year 11 pupils are also encouraged to participate in the National Citizen Service (NCS) during the summer break after their GCSE examinations.
- Pupils, primarily in Sixth Form, have the opportunity to participate in a programme of educational and career based activities on offer through the GDST Career Start programme.
- Ongoing careers support for pupils who progress into our Sixth Form can also be sourced from the GDST Alumnae Network, now available via the Rungway app and through GDST Life.

### **Monitoring, Review and Evaluation**

The CEIAG programme is monitored, reviewed and evaluated annually by the Deputy Head (Pastoral), who line manages the Careers Leader and the Head of PSHE. The Careers Leader uses the [Compass](#) tool provided by the Careers & Enterprise Company to evaluate progress towards the Gatsby Benchmarks.

CEIAG topics are reviewed and evaluated annually on the basis of pupil feedback and new developments in relation to education, employment and training.

### **Resources**

Funding for CEIAG resources is allocated in the school's annual budget and delegated to the Deputy Head Pastoral. This funding is used to buy printed materials, the Morrisby Online package and interviews, Unifrog subscriptions and expenses relating to careers events.

The Librarian/Careers Leader replaces or supplements essential printed material each year to ensure that careers information is kept up-to-date and appropriate to the needs of the students.

Careers resources are maintained in the Careers section of the School Library.

### **Staff Development**

An annual budget is available to facilitate access to Continual Professional Development opportunities. This includes annual attendance at appropriate conferences organised by the GDST, and other external bodies such as High Fliers, the CDI and Central Careers Hub.

### **Accommodation**

The Careers Leader is currently also the Librarian and is based in the Library five days a week. The Director of Sixth Form, has an office in the Sixth Form Centre to ensure privacy for one-to-one appointments with students.

### **Partnership Working**

#### **a) Parents**

Parents have a key role in helping pupils make informed decisions about their future. To this end we:

- Inform parents about key careers-related activities via letter and/or email
- Ensure that the Head of Sixth Form, and Careers Leader are present at appropriate information evenings
- Encourage pupils to discuss with parents any material related to careers activities and to share any information or advice given at key decision points
- Ensure that parents have the contact details of the Careers Leader and Director of Sixth Form so they can make direct contact to seek support regarding their child's educational/career choices
- Use the school portal, student Classroom groups and website to share careers information and advice with parents.
- Invite working parents to become involved in careers events and talks to share their expertise with our pupils

#### **b) Other Partners**

We seek regular involvement from a range of other organisations to enhance the CEIAG programme and strengthen business/education links. These include:

- Local/regional employers
- GDST Alumnae Network
- GDST Career Start trainers
- Parents
- Governors
- The National Apprenticeship Service
- Amazing Apprenticeships
- National Citizen Service
- UK universities
- Bright Network
- Young Professionals
- PUSH

### **c) Provider access**

All pupils in years 8 to 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, and to hear from a range of local providers about the opportunities they offer through options events, assemblies, group discussions and taster events.

A provider wishing to request an opportunity to address pupils should contact the Careers Leader by email to discuss possibilities such as careers events, PSHE sessions, assemblies, and other meetings. Taster events will be advertised to pupils via Google Classroom.

### **Record-keeping**

At certain stages pupils receive personal profiles or feedback from outside agencies which can assist future guidance or form part of reference material. These include the Morrisby Online Profiles in year 10, notes from interviews with independent Morrisby careers advisers in years 10 and 12, notes from interviews with members of the Senior Leadership Team, and work experience reports if undertaken in year 11.

All pupils from year 7 to year 13 have personal space on the Unifrog website to record CEIAG interactions and progress including competency records.

### **Key Contact Details:**

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