

Rationale

The Careers education and guidance programme makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives. This includes the Enterprise programme.

Commitment

Northampton Academy is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in years 7 – 13.

Northampton Academy follows the National ACEG Framework for 11 – 19 in England (updated February 2014) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

We are currently working towards the Careers Mark for recognition of high quality Careers work.

Aims

Northampton Academy Careers Education and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Roles/Responsibilities and Accountability

See Appendix 1

Student Entitlement

The Careers Education and guidance programme (CEG) is an important component of the 14-19 Curriculum and we fully support the statutory requirement for a programme of careers education in Years 7 – 11.

Development

The policy was developed and is reviewed biennially by the Curriculum Leader Careers and Line Manager (Assistant Headteacher) based on current good practice guidelines by DfES/ Ofsted, CEG Framework.

Links with other Policies

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Citizenship, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs.

Implementation of Careers and Enterprise Education

Careers Education is delivered through Tutor time, Subject lessons, assemblies and collapsed timetable sessions in Years 7 – 11. The programme is delivered by Head of Careers, supported by tutors, at key appropriate points throughout the academic year. In addition to this we work with external agencies to deliver quality workshops and guidance support. The school enjoys 5 drop down Enterprise days per year.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Year 7

The focus is about introducing careers and thinking about the vast number of careers / jobs available.

Year 8

The focus is self-assessment, career paths and options post 14.

Year 9

The focus is linking our plans and dreams to reality.

Year 10

The focus is WRL including preparation for interview, implementation and evaluation.

Year 11

The focus is post 16 options and the Application process.

Implementation of Careers Guidance

1. Careers and Enterprise Dept

- open to all students each break and lunchtime
- Wide variety of careers materials
- 1:1 and group interviews with year 11 students and drop in for other year groups
- Computers for careers programmes and exploration

2. Careers library

- a wide range of materials
- open throughout the school day
- situated in the main library

3. Connexions Advisor (Careers)

- available to all students 1 lunchtime per week
- used for individual interviews with all year 11's and other targeted pupils throughout the year
- available at Careers Events

4. Extra support where appropriate

- pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4, Head of House and Head of Careers

5. Careers Evening

- a Post 16 Open Evening is arranged in school to compliment other Open Events run by local colleges, Connexions and universities

6. IT

- a range of software products are available for pupils to use. These include:
- U-XPLORE
- UNIFROG
- FAST TOMATO
- CAREERSBOX
- NATIONAL CAREERS SERVICE

Parents and carers

Parent's involvement is welcomed and encouraged. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Management

A named member of staff co-ordinates the Careers programme and is responsible to his / her senior management line manager. The C&FE Co-ordinator is responsible for the work of the assigned administrative team.

Currently Work Experience is also the responsibility of the HOC .

Staffing

All staff contribute to CEG through their roles as tutors and subject teachers.

Administrative staff are assigned to support the HOC.

The Careers programme is planned, monitored and evaluated by the HOC and Line manager.

The HOC will liaise and consult with the Connexions PA and other organisations to ensure that specialist career guidance is available when required.

The HOC is responsible for maintaining the Careers Library.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Careers lessons are part of the schools Tutor Programme. Other events and activities are planned and organised separately throughout the year.

Partnerships

A partnership agreement is ongoing with Northampton Connexions, detailing the contributions to the programme that each will make. We have Business Partnerships with Barclaycard, Travis and Perkins, Reelscape Films and Anglian water.

Connexions Advisor (Careers)

- Available to students under 80% attendance
- Used for individual interviews with year 11's and other targeted Students t
- Available at careers events

Business partnerships (Careers and Enterprise)

- Barclaycard –Events, Lifeskills Mentoring, Business and Marketing Workshops
- Reelscape Films – Events, Advice, Creative Workshops
- Anglian Water- Events, Advice, STEM Workshops
- Travis Perkins- Events, Work Exp, STEM Workshops

Other links with local 14-19 Providers are made when required. HOC is a member of Cradle to Careers (Apprenticeships and College placements) Leaders in Careers (university groups) NEP (Working in partnership with industry) Aim-Higher, Post 16 and 18 destinations. Links with parents / carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings, Newsletters)

Resources

Funding is allocated in the annual budget. The HOC is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the Partnership Agreement process and during regular planning meetings between the HOC and her Line Manager.

Monitoring Review and Evaluation

Careers Education is monitored and evaluated annually. Careers Guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Line Manager.

The Partnership Agreement with Connexions is reviewed termly.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Faculty is fully supporting whole school aims.

Policy Co-ordinator: Mrs K Betty (HOC)

Policy Reviewed: November 2015

Policy sent to Leadership Team and Governors for approval.

Appendix 1

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- HOC –Head of Careers

Entitlement statement

Statement of entitlement

As a student of Northampton Academy you are entitled to receive a programme of careers education, advice, information and guidance

Your CEIAG programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

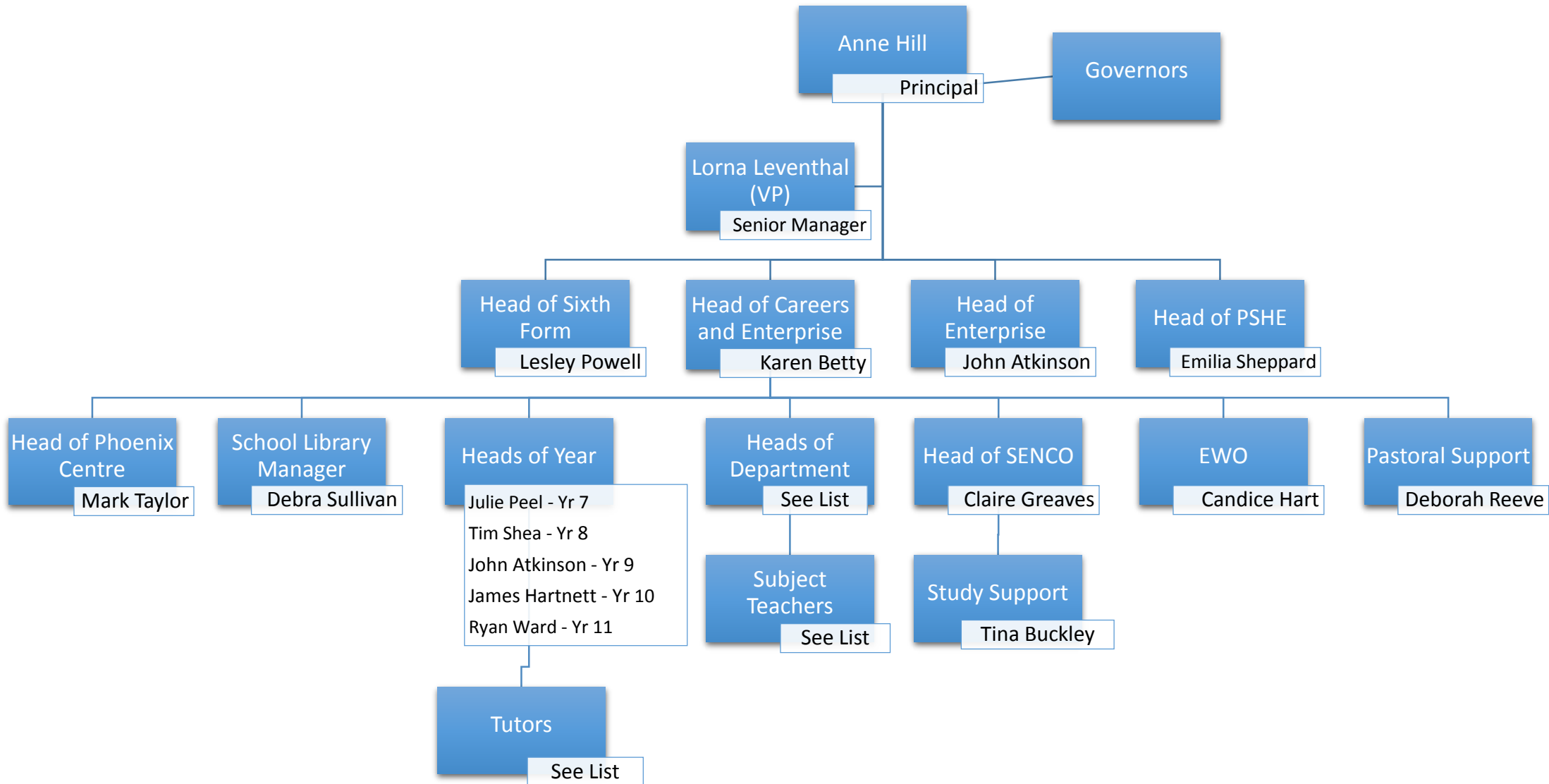
- Careers lessons
- Collapsed tutor activities
- Guided tutor time
- Dropped Careers and Enterprise days

- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with the Connexions Personal Adviser (Criteria)
- Work experience
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have additional needs

Appendix 1 – Roles/Responsibilities and Accountability



Lorna Leventhal is the Line Manager of Careers and Enterprise and provides leadership support for the department. Lorna works closely with the governors and senior leadership teams of Northampton Academy to ensure CEIAG is consistent, competent and respected in all departments. Her role includes overseeing all the decisions made by the Careers and Enterprise Department, and supporting their activities and events in any way possible. Lorna works with the Careers and Enterprise Team (Karen Betty and John Atkinson) in reviewing the ACEG Framework and designing how it should be implemented in the curriculum and tutor time. As PSHE sessions occur during daily 'Tutor Time', Emilia Sheppard is part of this process and works with the Heads of Career and Enterprise in designing the most effective PSHE curriculum for each year group. All Careers and Enterprise Programmes are run past the Principle, Anne Hill, who will add her input and approve of the events.

Karen Betty has the role of working with the Heads of Year, Heads of Department, Head of SENCO and Head of EWO in relaying the Careers and Enterprise topics and activities that will be part of each subject's curriculum for each year group, and training the staff involved on a termly basis in preparation for the events upcoming. The senior leadership teams, Progress Zone and SENCO work with the Careers and Enterprise Department to assist in the delivery of CEIAG and ensuring all students have access to CEIAG.

Tutors work closely with learners in delivering CEIAG and ensuring they are benefitting from the Careers and Enterprise Department. Tutors also deliver CEIAG directly in PSHE lessons.

Karen Betty also has the responsibility to ensuring all students approaching the Post-16 choice of what to do after completing secondary school are able to make their decision with the support needed. Karen works closely with the Head of Year 11 (Robin Peskett) and the Head of Phoenix Centre to identify which target groups of learners who need interviews with Karen Betty about their future plans.

John Atkinson and Karen Betty work together in the delivery of CEIAG provisions by organising and supporting learners in the planned activities. Karen will also liaise with the School Library Manager to ensure there are resources relevant to each Careers and Enterprise topic for students to access.

Karen Betty has the role of the impartial and independent careers advisor that students and staff can turn to for information, guidance and advice about careers related issues through 1-1 interviews.

The Careers and Enterprise Department receive administrative support in delivering CEIAG as the various admin teams of Northampton Academy are involved in managing, organising and recording the CEIAG provisions that occur over the academic year.