



# The Deanery CE Academy

Part of the Diocese of Bristol  
Academies Trust

## Careers Education, Information, Advice and Guidance policy

**Date Adopted:** September 2023

**Review Date:** September 2024

**Policy owner:** Mr. Neil Ouldrige

**Approved by:** David Macdonald

## **Purpose**

To outline the ethos, strategy, provision and management of careers education information and guidance for all students at The Deanery CE Academy

## **Entitlement and Vision**

The personal and social development of pupils is the responsibility of every teacher at The Deanery CE Academy and CEIAG is an integral part of this.

Vision - The Deanery CE Academy Careers Curriculum strives to provide students with inspirational, achievable and current information, advice and guidance to allow individuals to make informed choices for their future.

We are committed to providing a planned Programme of Careers support for all students in all year groups including impartial information, advice and guidance alongside a Careers Programme as part of our Tutorial and 'Values in Practice' Programmes, as well as a standalone Careers Learning Platform called START. We achieve this by using interactive careers guidance and utilising a wide range of resources that are flexible and inclusive. We provide each individual with the information, key skills, analysis and positivity to enable them to pursue their aspirations. We are committed to nurturing their interests, excitement and creativity and strive to give impartial encouraging advice to allow students to reach the best destinations.

## **Context**

The Deanery CE Academy opened its doors in September 2019, taking in students from Wichelstowe and neighbouring communities.

With an approximate intake of around 900 students across Years 7-11, their backgrounds vary as the catchment has stretched far beyond Wichelstowe. Performance data, academic results or destination data is not yet available.

Our aims and hope is set high to raise the awareness and create opportunities for our students, through a careers programme that will utilise Swindon and Wiltshire's broad range of employers and places to study, as much as possible.

Careers provision at The Deanery CE Academy is in line with the statutory guidance from the Department of Education, Careers guidance and access for education and training providers (January 2023) and Careers strategy: making the most of everyone's skills and talents (December 2017).

The Deanery uses the Gatsby Charitable Foundation's Benchmarks to continually develop and improve its careers education provision.

The eight Gatsby Principles for effective careers guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Other guidance includes; Skills for Jobs White Paper, The Baker Clause and The National Careers Service.

### **Supporting Documents**

There are other documents that support this policy:

1. Careers Policy – Provider Access
2. Careers Strategy
3. Careers plan for years 7-11

### **Objectives**

Our CEIAG programme will assist students to:

- Increase personal responsibility, aspirations and motivation.
- Make informed decisions and plan with confidence, including choices regarding education, employment and training.
- Ensure students are aware of a variety of progression routes and careers opportunities.
- Gain research skills in relation to careers information and develop career management skills.
- Have an awareness of education, employment and training opportunities and trends, and the changing nature of the working environment.
- To learn and develop employability skills

- Appreciate work related issues such as equal opportunities, health and safety and employee well-being.

**Organisation and content – further information can be found in the careers strategy on the Careers section of The Deanery website.**

- a) Programmes of career and personal development are delivered through the 'Values in Practice' Programme, Tutorial curriculum, along with being incorporated into all subject areas. In Year 9, these focus on advice and guidance relating to the options process. In Year 10 & 11, these students focus on preparation for post-16 applications and interviews.
- b) Referrals through subject teachers, Tutors or pastoral staff will lead to a 1:1 guidance interview with The Deanery's career Lead. All Key Stage 4 students will have a 1:1 guidance interview with a Level 6 qualified, independent Careers Advisor and Employability skills coach.

These interviews may lead to a variety of the following

- the gathering of further information,
- the involvement of other agencies,
- contact with further education providers,
- support with applications and
- contact with the family.

Along with referrals from members of staff, students can make self-referral's.

- c) Guidance occurs on an individual and group basis during 'mentoring' sessions. The mentor is the key manager of this guidance. This process includes 'learning conversations' which will be led by 'mentors' based on the academic progress of students.
- d) Additional work with targeted students of those in most need. This includes 'Taster' days for students, University visits and 1:1 academic mentoring for those under-performing.
- e) All curriculum areas have a responsibility to promote careers awareness through their subject teaching and educational visit opportunities.

- f) Careers awareness, post-16 options and preparation for working life are promoted and supported through the careers programmes in Years 7-11.
- g) Discrete careers activities.
- h) Involvement of external employers, role models and school partners.

### **Responsibilities and Monitoring**

- a) The Deputy Head (David McDonald) is responsible for raising awareness amongst staff of their contribution to the careers programme and agree the overall aims, objectives and priorities; lead policy development; monitor, review and evaluate the programme in order to carry out a continuous process of review and development; include the use of outside organisations; liaising with external providers and employers.
- b) The Careers Lead (Neil Ouldrige) is responsible for supporting the Deputy Head at The Deanery, with the strategic planning of CEIAG throughout the school; Completing statutory requirements, giving impartial, careers 1 to 1 guidance; work closely with the Heads of Year and wider pastoral team to provide careers support in mentoring; providing bespoke support for Pupil Premium, LAC and SEND students where necessary.
- c) The responsibility for the formal CIAG programme to be delivered through the ViP and Tutorial sessions, lies with the Career Lead and Pastoral Leaders
- d) Departmental Leaders and Extended Leadership Team (ELT) are responsible for developing Careers awareness and CEIAG through their subject areas.
- e) Heads of Year are responsible for developing, maintaining and monitoring Programmes which delivers CEIAG.
- f) CEIAG is also the responsibility of the SENCO/SEND team to ensure resources and information is adapted for their students.
- g) The Deputy Head teacher with responsibility for oversight in this area will undertake quality assurance and review processes for the provision of CEIAG within The Deanery, including the work of any external Careers and/or Enterprise Advisor/s.

- h) The link governor for careers will be consulted on significant changes to the careers provision and be used to support the status and delivery of the careers programme.

### **Parents and Carers**

- a) Parents and carers are encouraged and supported to help their children to become self-reliant and better able to manage their personal and career development. This is done through Parent information events, utilising the resources made available on the Careers section of The Deanery website, accessing the START Careers Platform and the monthly newsletter. Parents and carers are also encouraged to support their child with offers of work experience and engagement in careers-related Deanery CE Academy and FE college days.
- b) Information on CEIAG is accessible on the school website.
- c) The Careers Lead attends Parent information evenings where appropriate. Parents are welcome to contact the Careers Lead at [neil.ouldridge@dcea.org.uk](mailto:neil.ouldridge@dcea.org.uk).

### **Monitoring and evaluation:**

Throughout the school year the CEIAG provision is monitored to ensure students are accessing what they need/require. Some of the ways this happens are listed below. Student destinations will also be reviewed for the first time in 2024/25 and then each year thereafter.

- Focus groups with students gaining a broad range of student feedback.
- START careers platform for usage percentage and competencies/interactions recorded.
- Records of student 1 to 1s with the careers Lead and Staff
- Student and parent surveys
- Destination data (as from 2024/25)

A review of this Policy and Procedures will be undertaken by the Deputy Head teacher and Careers Lead every year. This will be reported to the SLT as appropriate. All staff will be involved in reviewing the delivery and evaluation of Careers Education, Information, Advice and Guidance, through staff consultation. The Head teacher will report to the Governing Body on any relevant aspects or changes in the policy as appropriate. The Governing Body will review the policy every two years.