SACRED HEART HIGH SCHOOL

CAREERS EDUCATION POLICY

JANUARY 2020

To be reviewed annually

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1 INTRODUCTION

The Sacred Heart High School Hammersmith is an 11-18 girls' Comprehensive Academy. All that we do in our school is underpinned by our Mission statement.

We are a community of faith and learning, based on the Gospel of Jesus Christ, His values and teachings. We seek constantly to improve everything we do so that we can make a difference for the young women who will shape the society of the future. Our Careers Education and Guidance policy seeks to do this through:

Providing an education which inspires a life-long love of learning;

Respecting the uniqueness, worth and development of each individual, both as a learner and as a person called by God in dignity and faith;

Offering a broad and balanced curriculum which meets the needs of each student;

Challenging and supporting each other to achieve our full potential and to develop gifts and talents for the service of others

Building upon our partnership with parents, the Society of the Sacred Heart, Governors, the Church and the local authority

Strengthening and extending collaborative links with the international network of Sacred Heart schools and Colleges, other learning institutions, including Universities and the wider community;

Creating a well ordered, stimulating, and secure learning environment, which encourages personal growth and development

Making effective use of all our resources on behalf of the young people who come here

Rationale

Sacred Heart High School believes it is a right for every young person in our school to have access to the highest quality Careers, Education and Guidance to support their learning and decision making as they transition through each stage of their education. Therefore, all young people need a planned programme of activities that are stimulating and interesting which lead to raising their aspirations for what they might be and do in the future.

This policy outlines:

- Those with responsibility for **Careers Education, Information, Advice and Guidance** (CEIAG).
- The aims and desired outcomes of our careers advice and guidance
- The statutory requirements and recommendations.
- The provision of careers curriculum for pupils in all Key Stages 3, 4 and 5.

2 STATUTORY REQUIREMENTS AND RECOMMENDATIONS

Our Careers Programme has been informed by the following documents;

- DfE 'Careers Guidance and Inspiration in Schools' (March 2015)

- DfE 'Career Strategy: Making the most of everyone's skills and talents' (December 2017)
- DfE 'Careers Guidance and access for education and training providers' Statutory guidance (January 2018)
- Good Career Guidance 'Gatsby Benchmarks'

3 CAREERS LEADERSHIP AND OPERATIONS

At Sacred Heart High School, the CEIAG team co-ordinate and monitor the delivery of the School Careers Plan. The CEIAG team comprise of:

- Mrs M Serradilla, Head of Business Studies/Economics and Careers Leader.
- Ms E Maton Assistant Headteacher with responsibility for the quality assurance of Careers Education, Information, Advice and Guidance at Sacred Heart High School
- Mrs Kate Farmer, Governor for Careers Education, Information, Advice and Guidance (CEIAG)

4 AIMS AND DESIRED OUTCOMES

Our **Careers Education, Information, Advice and Guidance (CEIAG) at Sacred Heart High School** aims to:

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences including opportunities to work in partnership with employers, training providers, local colleges, Higher Education Institutions and other external organisations
- Develop characteristics e.g. social skills, communication, innovation, creativity, resilience and leadership which support students to achieve highly in the curriculum and in their careers
- Inspire, motivate and empower students to develop their aspirations at all key transition points leading to informed decisions
- Develop enterprise and employability skills including skills for self-employment
- support inclusion, challenge stereotyping and promote equality of opportunity

5 CAREERS CURRICULUM

The taught element Careers Education programme is delivered through PSHE lessons across all year groups 7 -11. There are different units for each year group and these are outlined below. Additionally, departments also deliver careers education related to their specific subject area during lessons. Details of each unit, separate days and events and timings can be found in the **Careers Programme** in Appendix 1 in the ***Careers Education Plan, which is reviewed annually.***

- **Year 7 Careers Unit:**
  Knowing yourself and understanding what a career is.

- Year 8 Careers Unit:
  The Importance of Career Choices - The Real Game

- Year 9 Careers Unit:
  Choosing subjects and researching careers

- Year 10 Careers Unit:
  Exploring career options and building skills

- Year 11 Careers Unit:
  Making plans and taking next steps

- Year 12 Careers Unit:
  Reviewing choices and preparing for the future

- Year 13 Careers Unit:
  Moving into higher education and employment

Pupils in all year groups will have access to a range of extra-curricular clubs and a wide range experiences enabling them to see of the world of work in different contexts, helping them to understand different subjects and their application in the real world.

Pupils with **SEND** and in receipt of **Pupil Premium** receive personalised support from the SENCO, independent careers advisor and external bodies where appropriate.

6 INFORMATION AND RESOURCES

Pupils at Sacred Heart High School are provided with a number of ways to access information on different pathways and career options:

- Career Advisors
- Careers Library
- Careers Web (available via the School website)
- Start (online platform available to both pupils and parents)
- Kudos (online platform)
- STEM Careers Evenings
- ULAS (online platform and programme) – Years 12 and 13
- STEM Careers Fair (Spring Term – Years 11,12,13)
- UCAS Careers event, Olympia Careers Live and Life London Careers (Autumn Term – Years 11,12,13)
- Community Experience (Year 12)

- Access to external speakers from employers (local, national and international), apprenticeship programmes, professional bodies and organisations as well as former pupil

7 REVIEW AND RATIFICATION

This policy (together with its appendices) has been approved and ratified by the Headteacher and the Curriculum Committee of the Governing Body on 29 January 2020 and will be reviewed annually.

Mrs M Doyle
Headteacher

Sean Hayes
Chair of Curriculum Committee