



## Henley Bank High School Careers Policy

### Approval and review

This policy is the responsibility of: **Headteacher**

This Careers Policy applies to Henley Bank High School, and all governors and staff of the school must abide by this policy .

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the CEO and/or Board of Trustees.

## **Henley Bank High School**

### **Careers Policy**

#### **Introduction**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Henley Bank High School.

Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole school remit designed to complement the rest of the Greenshaw Curriculum.

This policy sets out how career activities are delivered at Henley Bank High School and explains what stakeholders can expect from the careers programme.

#### **Aims and objectives**

The Henley Bank High School careers programme aims to:

- Encourage students to be ambitious, confident, creative, respectful and determined. To broaden their horizons and explore their own career aspirations throughout their life at school
- Ensure students' readiness to take their next step in their learning or career.

Henley Bank High School follows the principles of the Gatsby Benchmarks (see references).

The objectives for the careers programme are as follows:

- Helping students to understand the changing world of work
- Facilitating meaningful encounters with employers for all students
- Supporting positive transitions post-16 and post-18 (where relevant)
- Enabling students to develop the research skills to find out about opportunities both locally and nationally
- Helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation.
- Ensure all opportunities are inclusive of SEND and EAL students
- All work in in conjunction with all relevant parties including SEND and keyworkers

### **Student entitlement**

All students are entitled to be fully involved in an effective CEIAG programme.

Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at Henley Bank High School, all students can expect:

- The support they need to make the right choices in during Key Stage 4 options, Year 11 and in Sixth Form
- Access up-to-date and unbiased information on future learning and training, careers and labour market information
- Support to develop the self-awareness and career management skills needed for their future
- At least seven meaningful encounters with representatives from the world of work from Year 7 to Year 11; this could be through work experience, , assemblies, Ivy League Lectures, projects and visits
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations and GROWS; this could include visits and taster days, as well as assemblies , talks and meetings at the academy
- The opportunity to relate what they learn in the Greenshaw Curriculum to their life and career beyond the trust.
- The opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- Access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group. A meeting with an adviser independent of the academy can also be requested
- Greenshaw Learning Trust South West are to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making via parentmail and the school website. Parents/carers can attend careers meetings, by prior arrangement
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the students

### **Parental involvement**

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person.

Henley Bank High School is keen to foster parental involvement in the careers programme, wherever possible.

**Events for parents and carers**

Parents/carers are invited to discuss their son/daughter's progress, on parents' evenings/academic review events or by appointment.

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the academy website and social media. With the student's agreement, a copy of the action plan from one-to-one careers meetings will be sent home. Parents/carers are welcome to attend careers meetings, by prior arrangement and, in some cases, will be asked to attend. They are also welcome to make contact with the careers lead at Henley Bank High School, should they have any questions or concerns.