



CAREERS EDUCATION POLICY

Audience	All Governors, Parents/Carers, Staff
Date for renewal/updates/review	Annually/as necessary
Named person responsible for monitoring	Head of Independent Learning & Progression
Agreed by Curriculum & Assessment Committee	23 January 2020
Ratified by Governing Body	11 February 2020

Our Vision

- Hampstead School students are **resourceful**. They take full advantage of offered and advertised opportunities both in and out of school
- They are **reflective**, linking their taught curriculum to the essential skills valued by employers.
- Our students are **resilient**. They challenge stereotypes and know there are many different pathways to success
- Above all, students take **responsibility** for their career journey and use their **reasoning** to make informed decisions about their future

Overall Aims

Our Careers Programme is informed by the Department for Education's Careers strategy: *making the most of everyone's skills and talents* (Dec 2017) and as such, the Gatsby Career Benchmarks (Apr 2014).

Delivery is through a combination of dedicated careers lessons, drop down days, sections within subject lessons and home learning all underpinned by the Career Development Institute's Framework for careers, employability and enterprise education (Jan 2020)

In particular, our programme aims to help students:

- develop their knowledge and understanding of the changing nature of work, learning and careers
- extend their understanding of opportunities in learning and work
- make good use of information, advice and guidance
- develop and use their self-knowledge when thinking about, and making course and other choices
- develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition

This policy complements, and should be read in conjunction with, the Arts, Equalities, Students with Special Educational Needs and/or Disabilities and Work Related Learning policies.

Commitment

Governors and staff are committed to:

- providing a planned programme of activities to which all students are entitled and will have access
- working in partnership with our external Careers Advisor and Connexions/Local Authority to ensure that no student is disadvantaged in gaining access to education, training or work
- supporting students' progression to an opportunity in further education, higher education, training or employment

- involving young people and their parents and carers in programme activities and further developments
- gaining reaccreditation of our Investor in Careers Award under the new Quality in Careers Standard.

Management

A member of the School Leadership Team oversees the programme. The Careers Leader oversees programme delivery, liaises with programme contributors, provides day to day administration and work experience placements.

Resources

The Careers Resources Centre contains relevant, up-to-date information and our internal careers website signposts further information and opportunities online. Students have access to weekly careers drop in sessions with the Careers Leader and the Careers Advisor. Subscriptions to online careers packages allow for the tracking of interventions and opportunities. Specialist support is available for individuals with additional needs and/or disabilities. Additional information sources include participation in local events and activities, work with external Careers Advisor, employers, business and other organisations. The Careers Leader selects and maintains teaching resources appropriate to students' needs.

Guidance

We recognise that we have a duty to provide impartial and independent careers education, information, advice and guidance. This includes our statutory duties to provide access to external providers and to provide impartial careers guidance to all students in Year 8-13 promoting the best interests of the pupils to whom it is given.

Careers Guidance is provided by our external, Matrix Accredited, Careers Advisor and includes individual and group activities. All staff, when approached by students, respond with appropriate signposting. All our guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality.

Monitoring, review & evaluation

All programme activities are monitored, reviewed and evaluated with the involvement where relevant of students, parents and stakeholders. Development needs identified are incorporated into the Careers Strategy working document, including opportunities for staff Continuing Professional Development.