



LEICESTER GRAMMAR SCHOOL TRUST LGS STONEYGATE

CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY AND PROCEDURES

This is one of the policies concerned with the curriculum. It should be read in conjunction with the Curriculum policy and the Equal Opportunities policy.

STATEMENT OF POLICY

LGS Stoneygate is an Independent School which teaches in accordance with the principles and traditions of the Church of England and as such seeks to promote the education of the whole person, both physical and spiritual.

The programme of careers education and guidance aims to provide an environment, and a catalyst whereby students/clients can discuss, evolve and make choices and decisions concerning their own future well-being, both physical and spiritual including their preparation for the national labour market. We seek to enable students to recognise their talents; have aspirations; recognise pathways and opportunities open to them and that they are well prepared for the changing nature of life and work, whilst being proactive and enterprising.

RESPONSIBILITY

The education and guidance programme will be delivered in two ways:

- i) through the pastoral programme
- ii) through extra-curricular interventions

The responsibility for this Careers Education and Guidance Policy is with the Headmaster and the School Management Team.

The implementation of this policy is primarily the responsibility of the Careers Leader, but working in conjunction with the Deputy Head.

PROCEDURES

The following requirements apply:

The Careers Service will consist of the Careers Leader together with such staff as the Headteacher will appoint from time to time.

The Careers Leader will hold a Diploma in Careers Guidance or equivalent QCF level 6 qualification and be a Member of Career Development Institute.

The Careers Leader will support the delivery of the PSHE programme where relevant.

The Careers Leader will negotiate for a core provision of independent and impartial careers guidance from external providers which will hold or be working towards the Matrix Award and with careers advisers qualified to equivalent QCF level 6 qualification or equivalent. The Careers Leader will also negotiate for the enhanced provision beyond the core provision of careers guidance support from external providers, who will hold a QCG or equivalent and preferably will be members of the Career Development Institute.

The Careers Leader will use quality assurance tools to develop careers education and guidance within the school.

That in both the pastoral programme and through extracurricular interventions, the following objectives will be sought to be achieved with regard to the pupils:

- the development of self-awareness and self-development
- the development of decision making and action planning
- the development of career and work exploration
- the development of transition, career management and employability skills

That the equal opportunities outlined in the full school policy on equal opportunities are recognised as an essential feature of the service.

That impartial advice be tendered by the internal service.

That although the service is school-centred, it should recognise the importance of the individual student. That the guidance should be student focussed, whilst recognising the role of the parents.

That the Careers Leader should actively seek to promote the profile of the School and its Careers Service both locally and nationally by the development of initiatives either independently or in partnership with other organisations or institutions.

EVALUATION

That the Careers Leader be responsible for an annual evaluation of the implementation of policy and that she should request the Headmaster and School Management Team to consider amending policy if she feels this to be necessary.

That the Headmaster and School Management Team should at appropriate times undertake a review of the policy in the light of the demands of circumstance both internal and external.

CAREERS EDUCATION WITHIN THE PASTORAL PROGRAMME

Careers Education within the PSHE Programme will be monitored by the Deputy Head and Careers Leader.

The Careers Education programme will be developed in line with national frameworks and good practice guidelines as appropriate and integrated into the wider PSHE programme.

Careers Guidance Work and Interviews

All students in Year 9 will meet with the Careers Leader to discuss their future plans individually prior to making their GCSE options choices.

All students in Year 10 will meet with the Careers Leader to discuss their future plans individually.

All students in Trinity term of Year 10 or Advent term of Year 11 will undertake psychometric testing and receive detailed one-to-one feedback and careers guidance from a commissioned external IAG provider, who meets the requirement of the Matrix Standard.

Bi-annually, Leicester Grammar School will host a Careers Fair, giving all LGS Stoneygate students in Years 9 to 11 the opportunity to visit the Fair and gather information and discuss careers in industry/gap years/university choices.

Applications to post 16 providers

Meetings are hosted by the Head and Deputy Head with parents and students during Year 11 to discuss options. The Careers Leader will be involved where appropriate.

Results service in August

The Careers Leader will make provision for GCSE students/clients to assist them in any decisions that have to be made on results Day for GCSE. The provision will take place at Leicester Grammar School, with students from LGS Stoneygate invited to attend if required.

Learning Support

The Head of Learning Support within the School will liaise with the Careers Leader, making her aware of specific needs. The Careers Leader may be involved with delivering careers education sessions to students as identified and deemed appropriate by the Head of Learning Support.

Special needs materials will be developed or purchased to fulfil the needs concerned.

An appropriate outside adviser may be invited to be present at any meeting concerned with EHCPs.

Policy Evaluation

The policy will be reviewed as part of the School's cycle of policy reviews and when legislative or local changes to policy necessitate review.

The policy review will take place by the Careers Leader in consultation with the Deputy Head.