



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.

SCHOOL AIMS

At LGS Stoneygate, we aim to:

- Inspire intellectual curiosity and creativity
- Provide a broad, balanced and stimulating curriculum and co-curricular programme
- Enable pupils to achieve their academic and personal goals
- Nurture self-esteem, well-being, and kindness within and beyond the school community
- Equip our pupils as confident and proud global citizens who foster inclusion, collaboration and charity across cultures.

STATEMENT OF POLICY

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 positive aspirations; recognise pathways and opportunities open to them and to ensure 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:

1. through the PSHE programme
2. through extra-curricular interventions

The responsibility for this Careers Education and Guidance Policy is with the Headteacher and the School Leadership Team. The implementation of this policy is primarily the responsibility of the Head of Careers, working in conjunction with the Deputy Heads.

PROCEDURES

The following requirements apply:

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

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

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

The Head of Careers will negotiate for a core provision of independent and impartial careers guidance from external careers advisers qualified to equivalent QCF level 6 qualification or equivalent, and who will preferably be members of the Career Development Institute.

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

In both the PSHE programme and through extracurricular interventions, the following objectives will be sought to be achieved regarding 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

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

Impartial advice must be tendered by the internal service.

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

The Head of Careers 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

The Head of Careers should be responsible for an annual evaluation of the implementation of policy and the Head of Careers should request the Headteacher and School Leadership Team to consider amending policy if necessary.

The Headteacher and School Leadership 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 Head of Careers.

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.

All students from Year 7 to 11 will undertake Careers-related lessons as part of the school's PSHE Programme.

Careers Guidance and Careers/Work-Related Learning Activity

Years 7-8

All students in Years 7 and 8 will have access to the Head of Careers on a weekly basis at a Careers lunchtime Drop-In.

Year 9

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

In the Lent term, the Head of Careers will attend the Year 9 GCSE Options evening and deliver relevant talks to students and parents to aid decision-making about option subjects.

Year 10

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

All students in the Trinity term of Year 10 will undertake psychometric testing and receive detailed one to one feedback and careers guidance from a commissioned external IAG provider.

In the Trinity Term, Year 10 students will be invited to attend Trust-wide Careers and Work Related Learning activities.

Year 11

All students in Year 11 will meet with the Head of Careers to ensure their post-16 options plans are in place and applications are progressing.

During the Advent term, the Head of Careers will deliver sessions in PSHE time, working with the Year 11 cohort with regard to their post 16 applications

Careers activities open to LGS Stoneygate students and their parents

Bi-annually, Leicester Grammar School Trust will host a Careers Fair at Leicester Grammar School, 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.

Bi-annually, (on alternate years to the above-mentioned Fair) the Head of Careers will deliver a Post 16 Options Fair, hosted by LGS Stoneygate, for students in Years 9 – 11 and their parents.

Parents or students wishing to meet with the Head of Careers during the academic year can contact the Head of Careers to arrange to do so at a mutually agreed time and location.

Where feasible, LGS Stoneygate students will be invited to attend Careers and Work-Related Learning activities taking place at Leicester Grammar School, such as ad-hoc talks at lunchtime or relevant trips.

Results service in August

The Head of Careers will be available to support and assist students on their GCSE results day. The provision will take place at Leicester Grammar School.

Learning Support

The Head of Learning Support within the School will liaise with the Head of Careers, to raise awareness of specific needs. The Head of Careers 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 Head of Careers in consultation with the Deputy Head.