



## Stockport School

### Careers Policy

#### Aims

Through careers education, information, advice and guidance (CEIAG), we aim to raise aspirations, challenge stereotypes and encourage students to consider the wide range of careers and qualification pathways available to them. CEIAG contributes to and promotes Stockport School's core community values: Dedicate, Inspire, Respect, Collaborate and Aspire.

In particular we intend our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities
- Develop independent research skills so that they can make good use of information and guidance
- Develop their understanding of employability skills and how to enhance these as individuals
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that effective CEIAG can increase students' participation in learning, raise attainment and support further progression in the transition to adulthood and employment.

#### Commitments

Stockport School is committed to working in partnership with all stakeholders to provide a range of purposeful and inspiring activities and events which are suitable for students' individual needs at different stages of their learning experience. The provision of resources, staffing and time go beyond the statutory requirements in this area to ensure students receive exceptional support and guidance.

The Governing Body and staff are committed to:

- Ensuring that careers education is seen as part of the overall curriculum and linked to learning in all Year groups
- Encouraging students to achieve and to be ambitious
- Involving students, parents and carers in the further development of careers work
- Providing high quality and impartial careers guidance and a responsive personalised approach at the point of need for each student
- Maintaining the standards evidenced in the award of The Quality in Careers Standard in December 2017 in recognition of the extensive developments in the careers curriculum at Stockport School
- Working in collaboration with the Careers Enterprise Network
- Establishing strong links with local businesses

#### Provision

Our careers programme is designed to offer students a progressive pathway through a range of different learning opportunities that are responsive to the needs and interests of our students, providers and employers both locally and nationally. We want to provide a careers education which means our students are well prepared for the next stage in their education, employment or training.





## Stockport School

Our careers programme is provided through a range of delivery methods:

- Years 7-11 form time enrichment supporting the school SEAL programme
- Years 7-11 Assembly programme
- Integration into the Years 7-11 PSHE lessons
- Yr10 careers lessons on a termly carousel
- Subject events, activities and trips
- Whole Year group events and activities
- Targeted activities, events and trips for selected cohorts
- Firefly resources and recommended websites particularly GMACS and Xello

Specifically, we organise:

- An annual careers convention for KS4 and Year 9 students and parents
- Practice interviews for Year 11 students
- Work experience for Year 10 students
- Workshops about the various post 16 options including the apprenticeship pathway
- Assemblies from colleges and training providers, employers and Stockport School Alumni
- KS4 Induction programme to begin the academic year
- A comprehensive Year 9 options programme
- Alumni workshops
- Employer workshops as part of our ACE programme (Aspiring Careers Education)
- Trips to various workplaces
- STEM activities and competitions
- Visits to colleges and Taster Days
- Visits to Universities including the Manchester University Gateway programme

Individual Careers guidance takes place on a one to one basis and is delivered by an impartial careers advisor. Before, during and after the careers guidance meeting, students are guided to create and update their own careers plan through Xello. Students from KS3 onwards can access our advisor on request and by the end of KS4, all students will have had at least one Careers guidance interview with a significant number receiving follow up interviews to support their decision-making process. This guidance is supported by the careers enrichment work form tutors do in tutorial time. All staff are encouraged to support careers guidance by promoting their subject, sharing different pathways to future careers and raising students' aspirations.

### Equal opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. We encourage both boys and girls and students from minority ethnic groups to enter different careers and visiting speakers reflect a diversity of backgrounds.

We believe that all staff should promote different pathways so that all students have access to high quality, impartial information about the range of academic and vocational routes open to them.

See Appendix 1 for full Provider Access Policy

### Monitoring, evaluation and review





## Stockport School

The careers programme is monitored regularly and amended after an annual review. Students' opinions are actively sought as well as the views of different stakeholders.

See Appendix 2 for Feedback policy

### **Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the school's equal opportunities policy, external visits policy and other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

### **Management**

A member of the school's leadership team has direct responsibility for the leadership of CEIAG and the line management of the Careers Leader and the Careers advisor. The SLT Director of Progress for Year 10 manages work experience and the Year 10 Pastoral Manager is responsible for the administration of work experience. The SLT Director of Progress for Year 9 manages the options process and the options programme is supported by the CEIAG and pastoral team as well as subject leads.

### **Resources**

Careers interviews take place in a dedicated interview room and drop-in sessions to support such things as the completion of CVs and applications are offered by the Careers Leader. In addition, the KS4 office is also a regular venue for students to receive advice and get application forms or prospectuses.

Past students are a valuable resource and encouraged to come in to help promote different pathways. We are also grateful for the support we have had from local and national industries and higher education institutions. We have strong links with Manchester University as part of the Gateways Programme.

The execution of this policy is monitored by the senior management team and the Governing Body as part of the monitoring of progress of the School Development plan. The policy is reviewed every two years by the Governing Body.

**Policy Date: September 2020**

**Review date: September 2022**





## Stockport School

### Appendix 1

#### Provider Access Policy

##### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

##### **Pupil entitlement**

All pupils in Years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

##### **Management of provider access requests**

##### **Procedure**

A provider wishing to request access should contact:

Belinda Schofield  
Assistant Headteacher  
0161 483 3622

[b.schofield@stockport.stockport.sch.uk](mailto:b.schofield@stockport.stockport.sch.uk)

Amy Scholes-Higham  
Careers Leader

[a.scholes-higham@stockport.stockport.sch.uk](mailto:a.scholes-higham@stockport.stockport.sch.uk)

##### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:





## Stockport School

<b>Year 7</b>	Employer assemblies in the context of understanding careers choices and employability skills Alumni assemblies
<b>Year 8</b>	ACE programme Assemblies and workshop opportunities and whole year group events including STEM activities Trips to workplaces
<b>Year 9</b>	ACE programme Post 16 evening- careers convention including workshops by HE and apprenticeship training providers KS4 options choices events – assemblies and workshop opportunities and whole year group events including STEM activities
<b>Year 10</b>	Post 16 evening- careers convention including workshops by HE and apprenticeship training providers KS4 Induction programme including employer assemblies Subject focused trips and activities Work experience
<b>Year 11</b>	Post 16 evening- careers convention including workshops by HE and apprenticeship training providers KS4 Induction programme including assemblies and workshops; employer, FE and sixth form colleges and apprenticeship training providers. Post 16 taster sessions including employer and training provider workshops Apprenticeship workshop sessions – education, training and employment options



## Stockport School

### Appendix 2 Feedback Policy

At **Stockport School** we evaluate our Careers Programme by seeking regular feedback from all stakeholders: students, parents, staff, employers, representatives from colleges, universities and training providers, volunteers and other support services and charities.

#### Why do we need feedback?

##### We use feedback from our stakeholders to help us:

- Shape our Careers curriculum
- Plan for major Careers events in the calendar e.g. the annual Careers Convention
- Identify effective speakers
- Prioritise additional 1:1 student support
- Identify the different individual needs of students and parents
- Evaluate the impact of a specific activity e.g. practice interviews
- Identify the trends evident in different cohorts

#### How do we conduct feedback and what format does it take?

##### Feedback is requested in different ways to suit the activity and the purpose and could include:

- Informal verbal feedback before, during and after activities
- Requests for written feedback from visitors or parents
- Completion of paper or on-line surveys
- Student voice discussion groups
- Formal interviews with a range of stakeholders for accreditation purposes
- Parent Forums
- Staff discussion groups as part of regular training, directed meetings or morning briefings

Where possible the outcome or actions resulting from feedback are communicated with the relevant stakeholders

#### When do we conduct feedback and why?

##### The timing of requests for feedback varies according to the activity or the purpose

- Employer or visitor feedback is requested immediately or soon after each event
- Feedback from college, university and training providers is requested after each visit
- Student feedback for specific activities is conducted immediately or very soon after one off events, trips or activities
- Student voice discussions take place half termly
- Students' review of Careers lessons takes place at the end of each rotation
- Student surveys take place at least once in Yr9, 10 and 11 to support options, Career interviews and destination planning
- Parent Surveys take place at and/or after every Parents' Evening
- Parent Forums take place regularly
- Teacher feedback is requested both pre and post enrichment delivery each term
- Teacher feedback is also requested immediately after activities when they are involved in supervising visitors or taking trips etc
- Teacher feedback is gained as part of INSET agenda items, collaborative activities and sharing good practice.

