

# SUMMERHILL SCHOOL STAFF INFORMATION FILE

## SUMMERHILL SCHOOL POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices which are right for them and to enable them to have the necessary skills to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 and to give students access to careers education information, advice education and guidance.

### **Aims and Commitment of CEIAG**

Summerhill School is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance in partnership with the local Connexions Service and external providers/professionals.

Summerhill School endeavours to follow the National Framework for CEIAG for 11-19 year olds in England and current good practice guidelines from Ofsted, The National Careers Service, The Quality in Careers Services Award and the BCQA Standards.

At Summerhill School our careers' mission statement aims for all students to:-

- successfully enter Employment, Education or Training (EET) at the right level, after leaving Summerhill School,
- have completed the Work Experience Programme,
- have knowledge and understanding of current careers opportunities available to them as an individual,
- be aware of international opportunities in EET.
- be aware of current, relevant Labour Market Information

The school has been successful in obtaining the Quality in Careers Services Award for CEIAG and WEX to Gold Standard.

The CEIAG Policy supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented and special needs. All these can be found on the Summerhill School Staff Information File. All information is available to learners, staff, partners, governors and parents/carers through the school's website and literature available at Parents' Evenings.

### **Objectives of CEIAG**

The careers programme is designed to meet the needs of all students at Summerhill School. It is differentiated and personalised to ensure the progression through activities which are appropriate to students' stages of career learning, planning and development.

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Students are entitled to careers education, information, advice and guidance which meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with teachers, stakeholders students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism; it will comply with the disability and discrimination acts, celebrate diversity and challenge stereotypes.

### Implementation of CEIAG

Responsibility for CEIAG within Summerhill School lies with the Careers and WEX Co-ordinators, who are responsible to the Assistant Head teacher for Pastoral Care. The Careers Co-ordinator is responsible for the work of the Work Experience/Careers Admin Co-ordinator. Work experience is planned and implemented by the WEX Co-ordinator.

The Careers Co-ordinator is responsible for the planning, co-ordination, implementation and management of the CEIAG programme, materials, resources and opportunities.

All staff contribute to careers education, information, advice and guidance through their roles as form tutors and subject teachers. Specialist sessions are delivered by external providers and form tutors. Careers information is available in the Careers Resource Centre within the school library.

The careers programme includes:

- careers education sessions, delivered through enrichment days, collapsed timetable days and guided form tutor led sessions during tutor time
- career guidance activities (group work and individual activities)
- information and research activities (in the Careers Resource Centre within the school library and through the Internet)
- work related learning (including one week of work experience opportunities)
- individual learning and planning activities
- Enterprise activities through enrichment days and visits
- labour market information and skill development to enable learners to discover information individually.

Careers lessons are part of the school's Enrichment Programme and are also delivered during allocated form time. Other focused events such as educational road shows are provided. Work experience preparation and de-brief take place during appropriate parts of the curriculum.

Career learning is assessed using outcomes based on the National Framework and Assessment for Learning techniques.

Links are being constantly maintained and developed further with local colleges of Further Education, Dudley EBP, the Black Country Training Group, the 14-19 Development Team from the Directorate of Children's Services, local links from long term work placement providers, Higher Education institutions, the Armed Forces, the NHS Trust and the community sector.