

St Matthew's RC High School

Careers Policy



March 2017

To be reviewed: March 2019

Introduction

St Matthew's RC High School is dedicated to promoting a distinctive Catholic ethos by upholding the teachings of the Catholic Church. Our motto is "Quaerite primum regnum dei" - "Seek first the Kingdom of God" - and our aim is to achieve this motto in our school life.

Our mission statement is:

We **pray** as a community with Christ and the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We **achieve** the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra – curricular activities.

We **care** about everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.

In line with the Catholic ethos of the school the school aims to raise aspirations, challenge stereotypes and encourage pupils to consider the choices available to them on leaving St. Matthew's High School

Through the schools Careers education information and guidance (CEIG) programme pupils will be guided towards making a well informed and realistic decision on their career pathway on leaving St Matthew's.

In particular we intend our pupils to:

- Develop and use self-awareness, self-determination and self-improvements as a learner when thinking about and making choices on future career pathways
- Develop a broad understanding of the world of work and an ability to respond to changing labour market
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
- Develop independent research skills so that they can make good use of information and guidance

We recognise that the process of making career decisions is difficult and the school will encourage pupils to manage their career pathways through the use of structured career planning. Enabling them to make well informed realistic decisions while at St. Matthew's and after leaving St. Matthew's.

Commitments

The Governing Body and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that CEIG is seen as part of the overall curriculum and learning framework for all years
- Encouraging pupils to achieve, be realistic and to be ambitious
- Involving pupils, parents and carers in the further development of CEIG
- Working with partners so that no pupil is disadvantaged in gaining access to education, training or work
- Achieving and retaining the Inspiring IAG, (The Careers Education, Information, Advice and Guidance Quality Award)

Provision

Careers education forms an integral part of the Form tutoring programme, promoting the three main areas of careers learning, as identified in the National Framework.

Self Development *understand themselves and the influences on them*

Career Management *make and adjust plans, to manage change and transition*

Career Exploration *Investigate opportunities in learning and work*

Careers includes both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance pupils are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in pupils' self-development and understanding of careers is regularly monitored.

In addition to our Careers programme we organise:

- College and Apprenticeship road shows
- College taster days
- Year 9 Pathways evenings
- Career evenings for parents and pupils in year10
- A Careers fair accessible to pupils and parents from all years
- Practice interviews for Year 10
- Work experience for Year 10
- Application workshops, help given in completing College/Apprenticeship applications

Careers guidance

In line with duty of schools to secure independent and impartial careers guidance for pupils from years 7 - 11 the school has bought in the services of a Careers Advisor. We are well supported by our Careers Adviser who is in school for three days each week.

Careers guidance takes place on a one to one basis and is one aspect of the school's pastoral system. This guidance work is also supported by the work that form tutors do in tutorial time and by members of the wider pastoral team. All staff are involved in guidance to an extent.

Equal opportunities

As a multi-cultural, inner city Catholic school we are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise the aspirations of our pupils. As such the school has employed an Aspiration and Achievement co-ordinator to work with pupils regarding raising aspirations and overcoming individual barriers to achievement.

All pupils have access to an individual interview with an Independent Careers Advisor during Key Stage 4. The programme of interviews starts during year 10 and continues into Year 11, with the aim that all year 11 pupils will have met with the careers advisor before the applications for post 16 education have to be submitted.

The advisor is also available for consultation at the Parents' Evenings in Year 9, 10 and 11. During the options process in year 9 pupils are able to make appointments for advice.

The school recognises that those pupils with a range of special needs require a more tailor-made approach. All Careers Guidance in the school treats pupils as individuals and caters to their individual needs and aspirations.

The careers officer attends annual reviews for pupils with statements or education and health care plans from year 9 onwards. All pupils with a statement of Special Educational Needs and pupils in the care of the local authority have a careers interview each term.

Pupils are also encouraged to use a range of Career based websites to support their plans for Further and Higher Education.

At special events such as the Careers evenings we aim to give parents and pupils a view of young, successful career women and men.

Monitoring, evaluation and review

As part of The Careers Education, Information, Advice and Guidance Quality Award the CEIG programme is monitored regularly and amended. Pupils opinions are actively sought through this process using Pupil Voice activities as are the views of parents.

Relationship to other parts of the curriculum and other policies

The whole school remit of CEIG 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, especially in vocational subjects. Each department is encouraged to display Careers information within classrooms and corridor areas.

Careers education is conducted in accordance with the School's Work Related Learning Policy, Equality Policy, External Visits Policy and all other relevant policies.

Partnerships

The school recognises the importance of working with external partners to:

- Give pupils the access to the world of work
- Develop employability skills
- Raise aspirations
- Practice the skills required to access employment

Partnership organisations include:

Loreto and Xavarian Sixth form Colleges

Other local 16-18 education providers including The Manchester College, Holy Cross Sixth Form College, Salford College, Connell Sixth Form College, Bury Sixth Form College, Oldham Sixth Form College.

Universities and Higher Education Colleges including The University of Manchester, Manchester Metropolitan University, Salford University, Oxford University,

Better Choices

Waites

Our Futures

Apprenticeships

Career Connect

Manchester City Council

Greater Manchester Chamber of Commerce

Leadership and Management

There is a nominated member of the of Senior Leadership Team with responsibility for the oversight CEIG and has the day to day responsibility for

implementation of the policy and associated tasks . CEIG in school is supported by teaching, administrative and pastoral staff.

Resources

The School provides the following; a dedicated Careers area to the library, an interview room and a computer suite where pupils can investigate Career opportunities. All pupils may use this area, which is open from 8am to 4.15pm. The area is staffed every lunchtime.

Our Careers Advisor is available three days per week. Individual interviews can be booked through the Progress Leaders, or Form Tutors.

We recognise the key role that parents and carers play in career choices. They are welcome to use the careers room and to accompany their daughters/sons to interviews.

Past students are a valuable resource and return to support careers work. We are also for grateful for the support we have had from local and national industries and Further Education institutions.

Investing in Careers

The school has achieved The Careers Education, Information, Advice and Guidance Quality Award

Policy Management.

Recognises the requirement for equality of opportunity in respect of gender, race, and disability.

Recognises the need for confidentiality and impartiality within the CEIAG programme.

Recognises the entitlement of students to CEIAG.

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.