



THE  
**MARIST**  
**SCHOOL**  
ASCOT

**School DfE No: 868/6013**

# **Careers Education Policy**

## **Part 1.2**

*Feet on the ground. Reaching for the stars.*

## **Careers Education and Guidance Policy**

### **Introduction**

A young person's career is their pathway through learning and work. Careers education is important for all learners but should be broad and balanced through the curriculum. Essential to the preparation of young people for transition to adulthood it provides the connection between earning and learning.

Careers education equips young people with essential knowledge and skills vital to ensure that they have the capability of being effective in the workplace. We aim to deliver work-related learning across the whole school through our enrichment, PHSE, tutor and extra-curricular programmes. Our approach aims to develop several effective strategies to ensure many of the necessary skills are built into exciting, engaging and challenging activities building on our vision:

**"Excellence as a habit not an action; Excellence in who we are; Excellence in what we do; Excellence in our service of others"**

Within our commitment to provide access to impartial careers education, information, advice and guidance (CEIAG). The Marist school maps delivery against the Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The programme is for ALL at Key Stage 3, Key Stage 4 and Key Stage 5.

This policy has been developed by the careers lead and will be reviewed annually with the senior leader responsible for careers and through evaluations from all relevant parties, including students and teaching staff.

### **Objectives**

- To provide a careers programme that ensures progression through activities that are appropriate to students' stages of career learning, planning and development.
- To offer impartial CEIAG.
- To integrate CEIAG to support future personal and economic wellbeing.
- The programme will promote equality of opportunity, inclusion and anti-racism.
- To raise aspirations, empower and support students to reach their full potential.

### **Planning & Implementation**

The Careers Co-ordinator is responsible for coordinating the careers programme. The coordinator will work closely with senior management, heads of department, other relevant members of staff and external providers.

All teaching staff are expected to contribute to the careers programme through their roles as tutors or within individual subjects. An annual audit tool and feedback forms will be deployed to monitor and evaluate provision and delivery.

Staff training needs to deliver the careers education programme will be met where appropriate. The careers coordinator will actively engage in training to meet the needs of the role and to ensure the careers programme is updated accordingly.

Funding is allocated in the context of whole school priorities to reflect the current needs of CEIAG. The Careers Coordinator is responsible for the effective deployment of resources. The Careers Coordinator keeps up to date records of careers guidance for every student from Year 7 - 13. The record of delivery demonstrates progress and is used in conjunction with the schools' careers survey as a tool for self-assessment and planning future programmes.

Impartial careers information and guidance will be offered to all students from Year 10 onwards on a 1:1 basis. An action plan will be created for each student as a planning tool. Additional access to the careers Team and the school website also provides several useful resources for continuing research.

The use of technology provides careers services in line with the digital generation. Positive engagement with Science, Technology, Engineering & Maths (STEM) to break down barriers and dispel stereotypes.

The careers programme includes:

- Careers education lessons through PSHE and enrichment
- Group work and individual guidance sessions
- Work-related learning within the curriculum
- Work experience
- Taster sessions
- Careers web page
- Careers fairs and other focused events externally
- STEM events
- Business/Industry links – enterprise, presentations, inspirational speakers and visits
- NCS Workshops
- Mock interviews and CV writing
- UCAS support and university visits
- Careers channel on Teams for students and staff
- Career Coaching
- Oxbridge, MedSoc, Law & Humanities societies
- Springpod
- National Apprenticeship Week

Timely letters will be sent to parents with key dates and information as well as communications through Twitter and the eBulletin.