

HITCHIN GIRLS' SCHOOL CAREERS GUIDANCE AND EDUCATION POLICY



Introduction and Overview

At Hitchin Girls' School we aim to develop each student's full potential and prepare them for their future lives as happy and successful adults. At Hitchin Girls' School we see it as our responsibility to secure independent careers guidance for our students. We want to support our young people so they are inspired and motivated to fulfil their potential. Our careers programme is built around this vision and will continue to be modified in line with current Government legislation. It includes:

1. AIMS

- To enable our students to develop their knowledge about further education, training and employment.
- To enable our students to make informed decisions about their future and work opportunities.

We deliver **CAREERS GUIDANCE AND EDUCATION** through our Learning4Life programme, tutor time and Enrichment Day programme for all Key Stage 3, Key Stage 4 and Sixth Form students.

We recognise that staff, within each curriculum area, have a wealth of knowledge and expertise and we encourage them to integrate careers linked learning opportunities within lessons.

We also run a Careers Fair during our Careers week which enables students to meet face to face with employers and working adults.

At Hitchin Girls' School, **CAREERS GUIDANCE AND EDUCATION** is seen as playing an important role in helping to maximise the achievement of students both academically and personally. It is our aim to provide impartial careers advice and guidance which is inclusive for all students, regardless of their background, gender, ethnicity or abilities.

Our contracted Careers Co-ordinator is a qualified 'Careers Advisor' who delivers careers guidance to students at key transition points in their education. Students with additional needs are also supported by the Youth Connexions Advisor. This team offers one-to-one and small group sessions to students to enable them to make fully informed and appropriate decisions about their future.

2. PURPOSE OF CAREERS GUIDANCE AND EDUCATION

It is our intention that the students in our care will:

- Understand themselves and the influences on them:
 - by assessing and having an understanding and awareness of themselves and by developing their personal qualities and skills
 - by clarifying and discussing their values, attitudes and preferences in relation to work
 - by developing key skills
 - by developing career management skills including resilience, self-reliance and self-presentation
- Investigate opportunities in learning and work:
 - by investigating the knowledge and skills which people need at work
 - by having an awareness and investigating the opportunities available to them in education, training and possible careers through use of occupational and labour market information
 - by considering the changing patterns of work and careers
 - by being capable, after finding out about post-16 choices of education, training and work, of making choices about their own continuing education and training, and about career paths
- Make and adjust plans to manage change and transition:
 - by using the results of self-assessment in their career planning
 - by making decisions concerning their own post-16 choices
 - by use of action planning and the recording of achievement to support their career development
 - by being able to use the information and guidance to manage the transition to new roles and situations that they will meet, both in school and in their future at work

3. THE CAREERS GUIDANCE AND EDUCATION PROGRAMME

The Assistant Head Teacher (CGE) will have the responsibility of ensuring that the students of Hitchin Girls' School receive their entitlement to **CAREERS GUIDANCE AND EDUCATION**.

- Appointments can be made for students to receive one-to-one or small group guidance with the Careers Co-ordinator by arrangement. All students in Y9 and Y11 are offered a careers interview carried out by the Careers Co-ordinator and the Connexions Advisor.
- The Connexions Advisor offers careers guidance to selected students in Y9, Y10 and Year 11. Students who are in Years 8-13 and who are 'Looked After' have termly meetings with the Connexions Advisor. The Connexions Advisor is available to students during break and lunchtime. Structured events are organised for all year groups. For example all students in Year 8 participate in a Careers Exploration enrichment day
- In Year 8 we run a Take Your Daughter To Work day for all students and we prepare them thoroughly for this 1 day work shadowing event.
- All Year 9 and 11 students attend a Career and Enterprise based enrichment day and the opportunity to attend a Careers Fair organised through business links in the community.
- The Careers Co-ordinator and Connexions Advisor are present at relevant Consultation and Options Evenings throughout the year and in addition parents are welcome to contact the school in order to speak with the Careers Co-ordinator about their daughter.

4. A PLANNED CAREERS EDUCATION PROGRAMME

Careers lessons are arranged in tutor time for students in Key Stage 3, Key Stage 4 and the Sixth Form. In Years 12 and 13 our A Level students are encouraged to organise targeted work experience. Some university degree courses positively encourage this and may even in some cases insist upon it, e.g. veterinary degrees.

Working with parents, Hitchin Girls' School ensures that they are aware of the options available at key decision points for young people, the specialist advice and support available to students and how parents can help in their daughter's career planning and decision making process. The Careers Co-ordinator and Connexions Advisor attend Parents' Information Evenings for both the Year 9 and Post 16 options.

Additional resources and self-help activities are available on Moodle for students to use as and when it is relevant to progression and decision making at school. We raise awareness of careers and employability events through our school Careers display board and the school website, which share information on a range of education and training options including apprenticeships and other vocational pathways with parents.

5. EVALUATION

We evaluate the quality of our careers provision and its impact on our students in a variety of ways including the use of exit questionnaires from student interviews. The School monitors and evaluates the destinations of students to help inform our future decisions and to support our curriculum development. The provision and evaluation of the **CAREERS GUIDANCE AND EDUCATION** programme is part for the yearly School Improvement Plan.

Our evaluations focus on a variety of matters including:

- what benefits students gain from particular CIAG activities
- whether students have proper access to the programme
- whether we are making the best use of time and other resources