



JFS School
The Mall Kenton Harrow Middlesex HA3 9TE

JFS POLICY FOR CAREERS EDUCATION AND INFORMATION, ADVICE AND GUIDANCE

Reviewed in the Summer Term 2017
Next due for review in the Summer Term 2019

1 SCOPE

- 1.1 The purpose of this document is to clearly set out JFS School's provision for Careers Education and Information, Advice and Guidance (CEIAG).
- 1.2 This policy aims to reflect our school's motto "**ORAH VE'YIKAR**" – **ENLIGHTENED AND VALUED**" - and its intention to offer the highest quality of support and guidance to our students. The provision for Careers Education and the scope of our Information, Advice and Guidance programmes is intended to provide opportunities for a planned, progressive programme of activities that supports students in choosing educational pathways that suit their interests and abilities, both during their school careers and afterwards, and to help them follow appropriate career paths and sustain employability throughout their working lives.
- 1.3 JFS policy on CEIAG recognises and conforms to the statutory guidance issued by the Department for Education in March 2015.

2 CORE AIMS OF THE CEIAG CURRICULUM

- Contribute to whole-school strategies for raising achievement, especially by increasing the motivation, ambition and focus of students;
- Support inclusion, challenge stereotyping and promote equality of opportunity in accordance with the aims of the *Equality Act (2010)*;
- Make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life;
- Promote high aspirations and encourage participation in continued learning including higher education, further education and apprenticeships;
- Develop enterprise and employment skills;
- Enhance self-confidence, awareness and personal development of students;
- Contribute to the economic prosperity of individuals and communities.

3 ROLES AND RESPONSIBILITIES

- 3.1 CEIAG is regarded as a significant aspect of the whole school curriculum and is the responsibility of a member of SLT. Other key post holders who are responsible for aspects of organisation and delivery are:

- Assistant Headteacher (Sixth Form): Oversight of all aspects of post-16 CEIAG, particularly the preparation of students for either higher education or further training / employment post-18.
- Heads of Year: Responsible for developing, leading and monitoring the careers education in Years 7-11.
- The School's external Careers / Higher Education Advisors: Responsible for individual guidance of students, including those in Years 9 and 10 with Statements of Educational Needs, as well as all students in Years 11-13. The advisors provide impartial and independent individual guidance as well as expertise to the School on national and local trends and on developments in higher and further education, training and employment issues.
- The Sixth Form CEIAG Advisor and Organiser: responsible for post-16 and higher education liaison, preparation activities and opportunities for Sixth Form students.
- The Work Experience Co-Ordinator: Responsible for all aspects of the programme of work experience placements, which is undertaken by all Year 12 students.

Detailed specific responsibilities are outlined in the job descriptions for the above posts.

4 IMPLEMENTATION OF CAREERS EDUCATION AND INFORMATION, ADVICE AND GUIDANCE

4. All teachers have a responsibility to provide opportunities for students to develop skills to assist them in their future education and in the workplace. These skills involve time management, reflection on strengths and areas for development, high levels of literacy and numeracy, flexibility and the ability to work effectively in a team. These contribute to successful CEIAG and opportunities for students to demonstrate these skills are embedded in all curriculum subjects.
- 4.2 The specific CEIAG curriculum is delivered by tutors through the pastoral programme in Years 7-11 as well as in assemblies, lunchtime talks from outside speakers and suspended timetable arrangements for particular events. In the Sixth Form, CEIAG is a core element of tutorial work and is also delivered in assembly sessions, through the *Future Choices* programme in the Summer Term and through many other bespoke activities arranged for groups of students.
- 4.3 All Year 11, Year 12 and Year 13 students have the entitlement to a face to face meeting with a professional advisor. In addition, statemented SEN students also receive guidance in this form from Year 9 and the relevant Careers Advisor will attend review meetings for statemented students.

5 THE CAREERS EDUCATION CURRICULUM IN SUMMARY

Students take part in a range of activities. These include:

- 5.1 **Year 7: *The Real Game*** - A series of sessions focused on developing decision making, budgeting and a knowledge of the wider working world. (Five-week programme)
- 5.2 **Year 8: *Dragons' Den*** – A programme delivered by tutors, with supporting assemblies, based upon the popular TV series. Students develop entrepreneurial and business planning skills.
- 5.3 **Year 9: *Kudos Programme*** – Students use the on-line tool *Kudos* to research career pathways that might suit their skills and interests. (Four-week programme) Alongside this programme, we also provide the following to assist students with the decision-making process for KS4:
 - Options assemblies,
 - Options booklet,
 - Options advice presentation,
 - Connexions meetings,
 - Parents evening / Options evening,
 - Industry Day.

- 5.4 **Year 10: Interview Skills** – A programme where students learn the basics of the interview process as well as sitting and conducting interviews. (Four-week programme) Alongside this programme, we also provide Morrisby testing to assist students with the decision-making process for KS5.
- 5.5 **Year 11: Creation of CVs and Personal Statements** – A series of lessons that structures the creation of CVs and personal statements. (Four-week programme) Alongside this programme, we also provide the following to assist students with the decision-making process for KS5:
- Next Steps booklet,
 - Sixth Form 1:1 orientation meetings,
 - Career-related talks and the Sixth Form Fair,
 - Connexions meetings,
 - New subject presentations,
 - Visiting speakers,
 - Access to a careers page through Fronter.
- 5.6 **Sixth Form:** A holistic and varied programme that includes, but is not limited to, the following:
- *Work Experience* – Students spend a week with employers familiarising themselves with the reality of the workplace.
 - *Future Choices* – A specialised and inclusive programme of events that aims to provide a varied programme of talks and workshops to accommodate a range of student CEIAG needs, such as personal statement writing through to subject-specific HE advice.
 - *Alumni Day* – Former JFS students return to the School and deliver a series of presentations to the current Year 12 cohort about the universities they are attending and the courses they are pursuing at undergraduate level. This day also usually involves afternoon workshop sessions on various institutions and courses.
 - *HE Parents' Evening* – Students and parents / guardians are invited to attend an information evening on HE options and pathways.
 - *Taster Courses* - Students attend subject taster courses to give them a sense of what is involved in studying that subject at University.
 - *Apprenticeships* – Assistance and advice given to students who are interested in pursuing apprenticeships.
 - *University Visits* – Regular trips to universities to enable students to explore a range of campuses and teaching facilities.
 - *Mock Interviews* - A personalised mock university interview is offered to all students.
 - *External Mentoring Programmes* – We work with various external agencies to provide our students with a range of careers-based mentoring programmes.
 - *Fronter site* – All students have access to a regularly updated Fronter site that contains a variety of careers advice and links to useful external websites.
 - *Bespoke preparation courses (including specialised Oxbridge, medic, law and apprenticeship courses)* - Students are encouraged to attend one of several bespoke preparation courses which will involve students learning more about the requirements of their chosen career pathway and the specific interview process for their chosen pathway.

6 PARENTAL / GUARDIAN ROLE AND RESPONSIBILITIES

- 6.1 Support for the CEIAG programme is encouraged at all stages through all our established open channels of communication. In particular, parents / guardians are encouraged to attend both the Year 9 and Year 11 Parents Information Meetings and assist students with this important decision-making process. We also encourage all parents / guardians of Sixth Form students to attend both the Introductory and the Sixth Form Progression Parents' Evenings. Furthermore, parents / guardians are also encouraged to partake in the delivery of job-specific CEIAG talks and discussions.

7.1 We have two main avenues to review and evaluate both our Policy and Programmes:

- (i) Formal:
 - Tutors complete brief feedback questionnaires once they have overseen a programme with their tutor group.

- (ii) Informal:
 - On-going discussion with tutors, Heads of Year, CEIAG Coordinator and relevant SLT member.
 - Regular feedback surveys conducted with Sixth Form students after large scale careers events (e.g. *Future Choices*).