



JFS School

The Mall Kenton Harrow Middlesex HA3 9TE

JFS POLICY FOR CAREERS EDUCATION AND INFORMATION, ADVICE AND GUIDANCE

Reviewed in Summer 2021 & Ratified by Quality of Education Committee on 24.5.2021

Next due for review in Summer 2022, subject to intervening legislative changes

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). This Policy should be read in conjunction with the Curriculum and Teaching and Learning Policies.
- 1.2 This policy aims to reflect our school's motto "**ORAH VIYKAR**" – **LIGHT AND HONOUR**" - 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.
- 1.4 CEIAG provision will be evaluated against the Gatsby benchmarks and this will be reported to governors.

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.
- Extended Lead: Oversight of all aspects of CEIAG for KS3 and KS4
- Careers Leader: 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, SEND students who have an EHCP also receive guidance in this form from Year 9 and the relevant Careers Advisor will attend review meetings for statemented students.

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

- 5.1 **Year 7:** Students use Unifrog to complete a careers personality test, determining suitable careers based on their personalities; Pupils to attend KidZania to gain exposure to a variety of different careers

Year 8: Pupils will participate in a series of talks or skills workshops in different careers

Year 9: Students use Unifrog to complete a careers personality test, determining suitable careers based on their personalities; Careers Information Activities/ Workshops; Volunteering Fair

Options assemblies:

- Options booklet,
- Options advice presentation,
- Connexions meetings,
- Parents evening / Options evening,

- 5.2 **Year 10:** Students have the opportunity to participate in a careers and employability fair to prepare for post GCSE subjects and making informed career choices by speaking to a variety of employers and employees; ***Interview and Employability Skills*** – A programme where students learn the basics of the interview process as well as sitting and conducting interviews. With ORT UK, they will participate in workshops to support them in finding employment. Alongside this programme, we also provide Morrisby testing to assist students with the decision-making process for KS5. ***Summer holiday workplace experience with a parent/relative (provisional – subject to change)***

- 5.3 **Year 11:** Students use Unifrog to complete a careers personality test, determining suitable careers based on their personalities; We 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,
- Prospects Careers Guidance meetings,
- New subject presentations,
- Visiting speakers,
- Apprenticeship fair
- Careers and Employability lessons for PSHCE

- 5.4 **Sixth Form:** A holistic and varied programme that includes, but is not limited to, the following:

- *Work Experience* – Students spend up to two weeks 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. Mock interviews offered to students.
- *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.
- *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.

5.5 **SEND/EHCP:** From Year 7, SEND pupils are provided with appropriate support from the start of school until they leave JFS.

Year 7, they have the option to drop a language in order to take part in life skills/literacy sessions to help support them with communication skills and team building.

In Year 8, all pupils participate in a careers activity and LSA's will support SEND/EHCP pupils throughout their sessions.

In Year 9, SEND/EHCP pupils will begin their personal guidance journey with the school's career advisor. After each meeting, the careers advisor will write a report which will be included into their annual review (EHCP). When choosing their options, Y9 pupils have the option to meet with the SENDCo in order to support each pupil through the options process.

Year 10 pupils have the option to participate in the Nurture Group Programme, where they have the option to work towards a diploma in Life and Living Skills. The programme helps them to develop skills to prepare them for the 'World of Work' and 'Personal Living'.

EmployableME programme run by Prospects and Pearson accreditation after completion of the course for up to twelve Year 10 pupils per academic year. The programme can include:

- Accredited BTEC employability programme, delivery, administration and accredited work books
- Resilience Compass
- Options talk
- Mock interview session
- Interview preparation session
- Guest/employer speakers

In Year 11, pupils with an EHCP will make decisions for their post-16 options with support of the SEND and parents/guardians in their Annual Review.

Year 11 pupils are invited to careers events hosted by the LA (i.e. Brent Outreach Autism Team).

In year 12 and 13, the 6th Form Careers Advisor will support pupils with the assistance of the SENDCo, parents/guardians and key workers. Students also have the opportunity participate in work experience. The SENDCo and Inclusion team supports students with SEND to find appropriate placements and liaises with settings as needed to ensure students' needs are met.

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 for their option choices. 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.
- Parents/Guardians are encouraged to support their children with CEIAG delivery at home as well using online platforms and available resources from the JFS website.

7 REVIEW AND EVALUATION OF POLICY

- 7.1 We have two main avenues to review and evaluate both our Policy and Programmes:
- (i) Formal:
SLT with responsibility for Careers and the Careers Co-ordinator review the provision annually with wider discussion and input from the independent careers consultant and other interested colleagues and parties.
 - (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*).
 - Feedback surveys conducted with KS3 and KS4 pupils after events and activities each term.

APPENDIX 1 - PROVIDER ACCESS POLICY

INTRODUCTION:

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

PUPIL ENTITLEMENT:

All pupils in year 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

MANAGEMENT OF PROVIDER ACCESS REQUESTS

Procedure:

A provider wishing to request access should contact: Miss Zuha Mirza, Careers Leader

Telephone: 020 8206 3100

Email: mirza@jfs.brent.sch.uk

Opportunities for Access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor group opportunities	Assembly and tutor group opportunities	Careers Day
Year 9	Assembly and tutor group opportunities	GCSE options event; Volunteering Fair with JLGB	Assembly and tutor group opportunities
Year 10	Assembly and tutor group opportunities	Careers and Volunteering Fair (optional)	Assembly and tutor group opportunities
Year 11	Assembly and tutor group opportunities; PSHE; taster days	assembly and tutor group opportunities; PSHE;	N/A
Year 12	Tutor group/assembly opportunities	Careers and Volunteering Fair; Alumni Day	Futures Week; Apprenticeship and University Fair
Year 13	Tutor group/assembly opportunities	Tutor group/assembly opportunities	N/A

Please speak to our Careers Leader to identify the most suitable opportunity for you.

PREMISES AND FACILITIES

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian.

The Resource Centre is available to all students at lunch and break times.

APPENDIX 2 - STUDENT CAREERS ENTITLEMENT

Information

- We will provide access to impartial (non-biased) information, advice and guidance about your future.
- We will help you access all the information you need to make the right choices in Y9, Y11 and at sixth form.
- We will help you to make sense of this information and link it to your preferences.

Careers learning

- From Y7 to Y13, you will have career education lessons in tutor time to help you understand your options after school, the world of work, the job market and the skills you might need for the future.
- We will help you to link what you learn in your subjects at school to careers and the workplace.

Advice

- You will always have someone to talk to about your future plans, for example, your form tutor or the careers team at JFS.
- Whichever year group you are in, you can request a meeting to talk through your options with a fully-qualified, impartial careers adviser.
- If you prefer, you can talk to an adviser who is independent of the school.
- You can ask your parents to attend these meetings too.
- We will help you to develop your own personal action plan.

Experiences

- Throughout your time at school, you'll have chance to gain work experience; meet employers, colleges, education and training providers and universities; and have a go at work-related activities.

Parents and carers

- We know it is important for parents and carers to be involved, so we will invite them to events and encourage you to talk to them about your decisions.

Your views

- We'll ask for your views about the help you've received, so we can make sure we are providing an excellent service.

Need some help or want to know more? You can find your Careers Advisor in the Careers Office in the LRC.