

# **LATHOM HIGH SCHOOL**

## **Policy for (CEIAG) Careers Education Information, Advice and Guidance**

### **Introduction**

#### **Rationale**

A young person's career reflects the progress they make in learning and work. It is part of the vision at the Lathom High School that all students receive a planned programme of activities to help them choose 14-19 pathways that are appropriate for them, and that our students learn the skills required in an ever changing global society to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

#### **Commitment**

Lathom High School is committed to fulfilling its statutory duty to secure independent and impartial careers guidance for young people in years 8 - 11 (Careers Strategy published Jan 2018) and to provide a planned CEIAG programme designed to meet the needs of all students in years 8-11. The programme is delivered through a combination of curriculum lessons delivered through SMSC lessons and tutor time as well as through a range of other activities appropriate to facilitate the needs of students as they progress through the school.

The governing body recognises that it must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and vocational pathways
- Is guidance that will promote the best interests of the young person to whom it is given

We endeavour to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted, the Department for Education, the Department for Business Innovation and Skills and other professional bodies.

#### **Development**

The policy for CEIAG was written and developed in collaboration with the SLT, pastoral staff and students, parents, governors and other external bodies and key stakeholders.

#### **Links with other policies**

This policy for CEIAG supports and is underpinned by a range of key policies within the academy, in particular Teaching & Learning, Assessment, Equality, Safeguarding, Data Protection, Citizenship, SMSC AEN, PHSE and MAT.

#### **Statement of Entitlement.**

Students at Lathom High School are entitled to impartial and confidential IAG which is delivered by trained staff and meets professional standards of practice. The Careers Education programme will raise aspirations, challenge stereotypes and promote equality and diversity.

#### **Implementation**

The careers coordinator, C Pickering, will manage the careers education programme within school, and is responsible to Assistant Head with responsibility for CEIAG, A Wilcock. Administrative work is carried out by D Paxton.

Lathom High School adopts a whole school approach to CEIAG implementation planning. All staff contribute to CEIAG through their roles as tutors and curriculum subject teachers. Careers Education lessons are delivered by members of the SMSC teaching team, and all form tutors. These are planned in consultation with the SLT. All staff are provided with CEIAG CPD on an ongoing basis, and

are provided with updates via e-mail, staff briefings and training to support them to understand their role within this.

### **Curriculum**

The Careers Programme within the Academy at Lathom High School includes:

- Careers education sessions within SMSC
- Individual Careers Guidance Interviews through Careers North
- An annual FE/HE/Employers event
- Workshops to introduce vocational education and apprenticeships
- Assemblies
- Visits to FE and HE institutions
- Visits from FE institutions, including at parent’s evenings.
- Guest speakers and presentations

### **Monitoring, Review and Evaluation**

The careers programme is planned, monitored and evaluated regularly by the Careers Coordinator. Learners are actively involved in the planning, delivery and evaluation of activities.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers Coordinator and lead SLT member are responsible for the effective deployment of resources.

Staff training needs are identified to ensure we can provide our students with up to date CEIAG.

Destination information is analysed within school alongside feedback from students and parents/carers to inform the development of the programme.

The partnership agreement with Careers North is negotiated and written annually.

### **Approvals**

Signature of Head Teacher \_\_\_\_\_

Signature of Chair of Governors \_\_\_\_\_

Date of approval \_\_\_\_\_

Date of next review \_\_\_\_\_