

## Caterham School Careers Education, Information, Advice and Guidance Policy

### The purpose of careers education and guidance at Caterham School is to:

- Work in accordance with [DfE Careers guidance and access for education and training providers](#) (January 2023), including the Baker Clause and non-academic pathways, and the Gatsby Benchmarks, and independent guidance opportunities for all pupils, 11 – 18.
- Encourage and enable pupils to develop and progress in learning and work in order to fulfil their potential. Therefore pupils aged 11 and over receive the appropriate careers guidance.
- Help all pupils to develop the skills and gain the knowledge which will allow them enter the world of HE and work with confidence. This advice will be impartial and without bias or stereotyping.
- Motivate pupils and assist them in making informed choices.
- Involve parents/carers, the Old Caterhamians' network, local businesses and community partners in the overall programme
- Ensuring that wherever possible pupils leave school with further education, training or employment.

### The SMT, trustees and staff are committed to:

- Ensuring that pupils achieve a broad range of learning outcomes based on the aims of careers education and guidance.
- Providing career education and guidance entitlement for all pupils based on the principle that no individuals or groups should be disadvantaged in gaining access to education, training or work.

### Needs of individuals and groups

- The School's intake is selective and therefore comprises of pupils in the average and above-average ability groups.
- The particular needs of every individual pupil are taken into account when careers and further education advice is given.

### Procedure

Dan Gabriele, Principal Deputy Head, has oversight of careers and works closely with the Head of Careers, Clare Brown. It is ensured that staff who deliver CEIAG have access to relevant training. The Head of Careers will review and evaluate the provision with all stakeholders including young people taking into account the school's destination measures.

Careers guidance is delivered by a number of staff and overseen by Clare Brown, Head of Careers. Mrs Brown is a registered with the UK Register of Career Development Professionals and holds a Leading and Managing Careers Work in Schools Certificate of Further Professional Study. She can be found in the careers office on the first floor of the Pye Centre. Her office is clearly marked from the main stairwell.

There are a variety of occasions when careers advice is given such as assemblies, within the Wellbeing, Edge and Sixth Form Pathways programmes and 'A' level options evenings.

The careers guidance programme enables pupils to:

- know themselves and how their strengths, weaknesses and interests relate to the world of work.
- gain information about training, education and occupations beyond school.
- make appropriate curricular and extracurricular choices at each stage of their schooling, including individual guidance regarding GCSE, post 16 courses, careers and work experience.

### Caterham School will therefore endeavour to:

- Manage the effective co-ordination and leadership of CEIAG
- Promote continuing change and improvement in CEIAG
- Monitor, review and evaluate CEIAG
- Work in partnership with a number of external partners such as UCAS, Unifrog and National Careers Service where relevant.
- Participate in Trinity Schools Careers forum
- Meet the training needs of all staff involved in CEIAG
- Provide sufficient resource and manage them effectively
- Integrate CEIAG into the curriculum
- Record and assess learning from CEIAG programme
- Provide community linked and work related activities in CEIAG
- Develop new initiatives

This policy works in conjunction with the School's Aims and Ethos, our curriculum and the Wellbeing policy and schemes of work.

### **Pupil entitlement**

All pupils are entitled to be fully involved in an effective CEIAG programme. Pupils are encouraged to take an active role in their own career development, so the careers programme emphasises pupil participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills. During their time at school, all pupils can expect:

- the support they need to make the right choices in Y9, Y11 and Y13
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during tutor time and curricular Wellbeing from Y7 to Y11 covering options after school, the world of work, the job market and the skills needed for the future.
- Years 7 and 8 focus, enabling independent guidance: pupils will sign up to Unifrog for careers investigation and preparation for the future which includes a careers library treasure hunt activity, looking at skills and strengths (What's Your Strength and Career Navigator cards) and how to improve them, as well as a careers drop-down day (Bonkers Careers Fair) tailored to these younger years. All Year 7 and 8 pupils are invited to careers events too, have access to the Careers pages of Firefly and are exposed to the careers newsletter. They also participate in the Edge programme which includes the Caterham Connected innovation challenge.
- at least four meaningful encounters with representatives from the world of work; this could be through work experience, assemblies, careers talks (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school careers education, information, advice and guidance (CEIAG)
- the opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group.
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support pupils' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

**Parental involvement**

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

**Events for parents and carers**

Parents/carers are invited into school to discuss their son/daughter's progress, on Parents Evening and ARD. In readiness for these events, pupils' career aspirations are collected by form tutors to allow discussions around progress relating to next steps, career ideas and career planning, as well as academic progress.

In addition, specialist events for parents include Y9 Options Evening, Post 16 and Careers Evenings along with both YR10 and YR11 parents evenings. Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the school website/portal and social media.

Below is an outline of the planned programme for 2024-2025.

YEAR 7				
Careers evenings	6 <sup>th</sup> Form Study Buddy	Access to careers adviser by appointment, drop in or request of staff	Careers lessons through Wellbeing programme	Careers pages - Firefly
Innovation Day	Unifrog	Career videos	Edge	Careers Day
Careers newsletter	Bonkers Careers Fair	Science Museum Visit	Pop-up Careers Stand	
YEAR 8				
Careers evenings	6 <sup>th</sup> Form Study Buddy	Access to careers adviser by appointment, drop in or request of staff	Careers lessons through Wellbeing programme	Careers pages - Firefly
Unifrog	Career videos	Edge	Futures Week	Careers Day
Careers newsletter	Bonkers Careers Fair	Science Museum Visit	Pop-up Careers Stand	
YEAR 9				
Careers evenings	6 <sup>th</sup> Form Study Buddy	Access to careers adviser by appointment, drop in or request of staff	Careers lessons through Wellbeing programme	Careers pages - Firefly
Introduction to GCSE options	GCSE options interviews	Unifrog	Career videos	Careers newsletter
Pop-up Careers Stand				
YEAR 10				
Careers evenings	6 <sup>th</sup> Form Study Buddy	Access to careers adviser by appointment, drop in or request of staff	Careers lessons through Wellbeing programme	Careers pages - Firefly
Introduction to A level options	University Fair	Careers twilight sessions	Unifrog	Career videos

Gifted and Talented programme	Careers newsletter	Subject enrichment programmes through departments	Pop-up Careers Stand	
<b>YEAR 11</b>				
Careers evenings	6 <sup>th</sup> Form Study Buddy	Access to careers adviser by appointment, drop in or request of staff	Careers lessons through Wellbeing programme	Careers pages - Firefly
A level choices	University Fair	Gifted and Talented programme	Why work experience?	Careers twilight sessions
GCSE Mocks interview with A level choice discussion.	Work experience	Unifrog programme	Career videos	GCSE results day support. Includes A level choice guidance, alternatives to Caterham and what next
The Wright Society – Medics, Dentists and Vets	Architecture Enrichment	Study Law Programme	Careers newsletter	Subject enrichment programmes through departments
Mini International University Fair	Pop-up Careers Stand			
<b>YEAR 12</b>				
Careers evenings	Oxbridge programme	Access to careers adviser by appointment, drop in or request of staff	Follow up interviews	Careers pages - Firefly
Choices beyond Caterham introduction	University Fair	Introduction to Apply	Subject enrichment programmes through departments	CV writing and cover letters
Personal statement introduction	Overseas University talks by visiting speakers	Fulbright Fair	The National Apprenticeship Show	Caterham Connected events
Degree Apprenticeship evening	HE Booklet	Unifrog programme	Alumni talks	Why Go to Uni? talk
Medics/Vets/Dentists programme through Bio department	Industry talks	University Open Days	Degree Apprenticeship Programme	Careers twilight sessions
Edge Programme	Career videos	The Wright Society – Medics, Dentists and Vets	Architecture Enrichment	Study Law Programme
UCAS workshops	Sixth Form Pathways programme	Careers newsletter	Mini International University Fair	Pop-up Careers Stand
<b>YEAR 13</b>				
Careers evenings	Oxbridge programme	Access to careers adviser by appointment, drop in or request of staff	Follow up interviews	Careers pages - Firefly
Choices beyond Caterham advice continues	UCAS enrichment day	UCAS completion and guidance	Subject enrichment programmes through departments	CV writing and cover letters
Degree Apprenticeship Programme	HE Booklet	Unifrog programme	Job application support	Caterham Connected events
Medics/Vets/Dentists programme through Bio department – The Wright Society	Mock interviews	University Open Days	PS workshops – through universities	A level results day support including clearing, chasing for decisions
Careers twilight sessions	Edge	Employability Workshops	Transitioning to University programme	Career videos
Architecture Enrichment	Study Law Programme	Sixth Form Pathways programme	Careers newsletter	Alumni talks
Mini International University Fair	Pop-up Careers Stand	Mentor scheme		

**Resources**

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources
- Adequate staffing
- Pupil, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions

The Head of Careers is responsible for the effective deployment of resources. Careers resources are held in both the Library and the careers room and are updated annually via the addition or replacement of books, software, pamphlets and posters. ICT facilities are available in the Library and at various locations around the school site. These are also accessible from pupil iPads. This enables pupils to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

**Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external providers of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers, and others specific to our school

**Monitoring and Evaluation**

The Headteacher will ensure that:

- the work of the Head of Careers and CEIAG events are supported and monitored
- a member of the SLT has an overview of CEIAG works and reports regularly back to the team

The effectiveness of this policy will be measured in a variety of ways:

- feedback from pupils and parents through surveys/feedback forms/informal discussions
- feedback from staff through line management and other lines of communication with SMT

Resource links

[The Gatsby Benchmarks](#)

Clare Brown, September 2024  
Next Review: September 2025