

Kingsbury School

Careers and Work Experience Policy

Contents

1. Aims
2. Commitments
3. Provision
4. Equal Opportunities
5. Monitoring, Evaluation and Review
6. Resources
7. Investors in Careers

1. Aims

Kingsbury School aims to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education and guidance it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

In particular we intend our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities
- Develop independent research skills so that they can make good use of information and guidance
- Develop and use their self-knowledge when thinking about and making choices
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our students will make their final choices during the final years of their education.

2. Commitments

The Governing Body and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years
- Encouraging students to achieve and to be ambitious
- Involving students, parents and carers in the further development of careers work
- Working with CSWP (Coventry, Solihull, Warwickshire Partnership) so that no student is disadvantaged in gaining access to education, training or work by following the Department for Education guidelines on IAG (Independent Advice and Guidance)
- Making all students aware of the RPA (Raising Participation Age) and the implications it will have on their future

3. Provision

Careers include both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. This education, information and guidance must be independent. Through guidance students are able to use their knowledge and skills to make the decision about learning and work that are right for them. Progress in students' self-development and understanding of careers is regularly monitored.

Careers education forms an integral part of the curriculum in the tutorial programme. The three main areas of careers learning are:-

Self-Development *understand themselves and the influences on them*
Career Management *make and adjust plans, to manage change and transition*
Career Exploration *Investigate opportunities in learning and work*

In addition we organise:

- Work experience for Year 10 students
- Maths careers day for Year 10 students
- NWBC Careers day at Drayton Manor for Year 9 & 10 students
- Careers talks to all year groups
- As Post 16 develops we will offer UCAS evenings for our Year 12 and 13 students and University visits

Careers guidance takes place on a one to one basis and is one aspect of the school's vertical tutoring system. In this respect careers work is supported by the work form tutors do in tutor time. All staff are involved in guidance to an extent. Children are well supported that are at risk of becoming NEET (Not in Education, Employment or Training).

4. Equal opportunities

Kingsbury School is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. We monitor careers resources regularly to ensure that they encourage both boys and girls and students from minority ethnic groups to enter different careers.

Kingsbury School aims to give parents and students a view of young, successful career women and men. The destinations of our leavers are closely monitored and younger students informed so that we are aware of trends and opportunities.

5. Monitoring, evaluation and review

The careers programme is monitored regularly and amended after an annual review. Students' opinions are actively sought and a working party of students helps in evaluation and review.

Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the School's equal opportunities policy, work experience policy and other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

Management

The overall management of Careers Education and Guidance is with a member of the leadership team. A member of the administrative staff manages work experience.

6. Resources

The School has provided an excellent careers area with the Learning Resource Centre. All students may use this area, which is open at break and lunchtimes. The area is staffed every lunchtime.

Past students are a valuable resource and come into help with careers work. We are also grateful for the support we have had from local and national industries and higher education institutions.

7. Investors in Careers

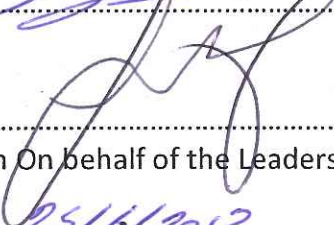
We are keen to develop careers work further and are currently looking into how we can support our students in the future. The execution of this policy is monitored by the leadership team and the Governing Body as part of the monitoring of progress.

DATE REVIEWED/REVISED:

Policy compiled by: S Cotton

Approved by the Governing Body:

Signed: 
Chair

Signed: 
S Cotton On behalf of the Leadership Team

Date: 25/6/2013