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## Careers Education Policy

March 2025

### Context

The school is working towards gaining full compliance with the Gatsby Benchmarks. Gatsby covers 8 areas that need to be in place for our students to ensure that they are supported to make well-informed educational and career choices:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance



### Rationale

As an independent school, there is no compulsion to adhere to the statutory guidance, however, this guidance represents our conscious decision to follow good practice standards in relation to careers education.

Following it will ensure that we are inspiring pupils to consider all future possibilities, to aim high, to take advantage of opportunities both inside and outside school and to become informed about education, training and career options.

A comprehensive careers education programme will equip students with the ability to assess their current strengths, consider areas for development, research current and future opportunities and acquire the employability skills valued by future employers.

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## Entitlement

Our pupils are entitled to careers education which meets professional standards of practice and is pupil centred; impartial; confidential and integrated into each pupils' experience of the whole curriculum.

The need for professional standards has been recognised by:

- The appointment of an experienced SLT member to oversee careers provision
- Our partnership with "CareerWave" who provide a source of professional advice and guidance for our students from Y7 to Y11 through their impartial, face-to-face interviews leading to an individual action plan for all Y11 students prior to making Post 16 option choices. This on-line support, including a confidential advice line, is available to our students throughout their lifetime.
- Adherence to the PSHE Association Guidelines in the development of our PSHE curriculum.
- The attainment of and progress towards relevant quality awards.

Argyle House School is committed to providing a planned programme of Careers and Enterprise Education for all students in Years 7 – 11 which is delivered throughout the curriculum but is focused within Career Weeks, PSHE, discrete Careers lessons and, assemblies.

## Aims and Objectives

The programme is designed to meet the needs of the pupils at Argyle House School and to reflect the school's ethos which is to emphasise that education should be fun, but that each child should work hard to achieve their best, reflected in the school's motto "Work Conquers All," embracing Responsible, Reflective, Resourceful, Resilient, Respect and Reasoning.

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The Careers and PSHE Departments work together to encourage the development of each individual in terms of developing the knowledge, skills and values that will support their future ambitions, economic well-being and financial capability. We aim to support each child to reach personalised goals which will enable them to leave school for a positive destination and to pursue the career of their choice.



### Main Aims

Argyle House School aims to develop the following capabilities in all pupils:

1. To learn by recognising strengths and weaknesses and evaluating how these might affect future choices
2. To explore the full range of possibilities to make informed decisions by making effective use of information, advice and guidance
3. To manage their own careers by developing and implementing personal action plans, making the most of opportunities and learning from setbacks
4. To create opportunities by being proactive and building positive relationships with others to develop and demonstrate personal and employability skills and learn from a range of work related activities
5. To balance life, work and wellbeing by having other interests and involvement with family and community
6. To see the bigger picture of how the economy, politics and society connect with their own life and career

An individual's success is dependent on their attitudes and personal qualities in addition to academic achievement. The careers education programme reflects the aims to foster in students a positive attitude towards acquiring those skills relevant to adult life and to develop in each student self-confidence, self-reliance and a sense of personal worth.

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## Provision

Careers education provision for Y7 to Y11 pupils is designed to ensure that all our pupils are supported to develop the skills and knowledge they will need to make successful educational and career choices and be prepared for the world of work.

Careers Education is delivered through the Careers week, PSHE lessons in Y7 to Y11, a programme of activities within tutorial periods and one-to-one sessions with the CareerWave advisor. The careers education programme is further enhanced by an annual Calendar of Careers Events aimed at developing the understanding of pupils and parents in relation to the world of education, employment and training.

## Delivery

The careers education programme is embedded throughout the subject curriculum for all students from Y7-Y11 and is also focused within:

Career week for all year groups

PSHE lessons



Assemblies

1:1 Careers Interviews in Yr9, Yr10 and Yr11 with “CareersWave”

Work Experience in Yr 11

Delivery is structured to ensure that pupils gain knowledge and skills and receive guidance as is appropriate to their stage of career learning, planning and development to ensure progression through a range of group based activities and individual interventions which will equip them to make informed choices at key stages of decision making and prepare them for the world of work.

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Employer and employee encounters and opportunities to engage with Higher Education providers are embedded within the delivery of careers education at every opportunity.

The programme promotes equality of opportunity and inclusion including providing enrichment opportunities in areas where women are under-represented.

CareersWave deliver individually profiled advice and guidance package used by students in Year 7 to Year 11.

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

The careers education programme is monitored, reviewed and evaluated annually by the careers co-ordinator.

The following criteria is used to measure the effectiveness of CEIAG provision:

Annual review of all resources including electronic resources



CareerWave student evaluations

PSHE lessons student evaluations

Annual parent and pupil evaluations

Careers education topics are reviewed and evaluated annually on the basis of student feedback and new developments in relation to education, employment and training.

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## Meeting Provider Access Legislation

Whilst the vast majority of students progress on to A levels and then university degrees, this statement sets out the school's arrangements for managing the access of providing information about all routes including technical education. This complies with the school's legal obligations under Section 42B of the Education Act 1997. Whilst this is not statutory for independent schools, we have considered how it best fits our context.

### Pupil entitlement

All pupils in years 7 to 11 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 organised events,
- to understand how to make applications for the full range of academic and technical courses.

All students from Year 7-11 have access to “CareersWave” which allows them to explore all career options including technical qualifications and apprenticeships. In taught careers lessons and events, students are given information about all pathways including technical ones and apprenticeships and representatives from all pathways are invited to our annual careers fair. We also actively invite alumni who followed alternative pathways to degrees such as apprenticeships to speak at school.

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## Resources

Funding for careers education resources is allocated in the school's annual budget and delegated to the careers co-ordinator. This funding is used to buy printed materials and for the services of "CareersWave".

Careers resources are maintained in the Careers room.

The Careers co-ordinator is responsible for maintaining Careers related notice boards in the careers room.

## Partnership Working

### a) Parents and Carers

Parents and carers have a key role in helping students make informed decisions about their future. To this end we:

- Inform parents about key careers-related activities via the school's electronic communications systems and collate their attendance through google docs
- Issue information and consent letters to parents of children taking part in external careers/enterprise activities
- Encourage students to discuss their "CareersWave" Profile with their parents/carers and to share information and advice given at key transition points
- Ensure that parents have the Careers co-ordinator's contact details so they can make direct contact to seek support regarding their daughter's educational/career choices. Individual appointments are available by request
- Invite working parents to become involved in careers to share their expertise with our students.

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## b) Other Partners

We seek regular involvement from a range of other organisations to enhance the careers education programme and strengthen business/education links. These include:


- Local/regional employers
- Local primary and secondary schools within both the independent and state sectors
- Complete Careers
- Careerswave
- Higher Education providers

### Key Contact Details:

Mr John Blair - Careers co-ordinator

[John.blair@argylehouseschool.co.uk](mailto:John.blair@argylehouseschool.co.uk)

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