

# The Roundhill Academy

## Careers Education, Information, Advice and Guidance Policy

- The School recognises that learning is a lifelong process and that CEIAG is integral to this.
- We believe that CEIAG should be of the highest possible quality and relevant to students needs.
- All students are entitled to participate in a planned programme of activities related to CEIAG regardless of gender, disability or cultural background.
- Activities are provided to enable students to review and develop their individual strengths and qualities and thus gain in self esteem. This will impact on all areas of students' progress.
- The CEIAG programme is designed to help prepare students for the opportunities, responsibilities and experiences of adult and working life. This will involve them in gaining knowledge, developing skills and attitudes that will enable them to independent decisions and choices about their future.
- It is recognised that some students will require additional help from staff and other outside providers in order to achieve this.

**Whole school documentation to support:** School Prospectus, Teaching and Learning Policy, Equal Opportunities Policy, SEN Policy, Care and Guidance Policy, SEF and Whole School Development Plan.

### Rationale

The school policy for CEIAG:

- Ensures consistency of practise for participants involved in CEIAG.
- Provides a comprehensive understanding of provisioning and how it is organised for staff, parents, the wider community and outside agencies.
- Provides opportunity to measure quality of provision.

This will be achieved in the following ways:

- Regular planned CPD for staff (Inset).
- Planned schemes of learning.
- Planned enrichment opportunities.
- Interventions across the academic year for all year groups.
- A dedicated post to co-ordinate careers provision.
- Regular Quality Assurance of CEIAG carried out throughout the year.

### Student Entitlement

All students from year 7 to year 11 participate in a planned, co-ordinated programme of CEIAG. Careers Education is an integral part of the PD programme at KS3 and a Life Skills programme at KS4. It aims to equip students with the following concepts which underpin CEIAG:

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

### Careers Guidance

All students are given advice and guidance from relevant adults; including form tutors, subject teachers and our independent advisor. Our independent advisor has 1:1 sessions with all Y9 students and targeted appointments with KS4 students. We ensure that independent advice is available from years 8 to 11 and careers advice is available at Y10 and Y11 parents evenings. Targeted specific support is offered in KS3 and KS4 which includes 1:1 progress interviews with SLT.

Specific and **targeted transition support** for students who may be vulnerable is also provided. This includes students with a statement of Special Educational Needs.

### **Key Personnel Involved in CEIAG Programme development and delivery**

- Associate Principal with Responsibility for CEIAG.
- Associate Principal with responsibility for Student Progress.
- HoF/DHoF with responsibility for PD for KS3.
- Associate Principal with responsibility for Inclusion and SEN.
- Pastoral Team.
- All staff.
- Independent Careers Advisor.
- Students through consultation and joint working.

### **Resources**

Budget – The budget for the CEIAG Provision; Staff are matched to delivering the CEIAG programme through skills, experience or an interest in developing in this area. CPD resourcing is allocated through the whole school CPD budget.

### **Responsibilities**

- SLT responsible for supporting the CEIAG provision within The Roundhill Academy as appropriate to individual roles and responsibilities.
- Associate Principal responsible for collaborating with PD staff to produce a Career Education scheme of learning, lesson plans and materials. To review and evaluate the provision. To liaise and co-ordinate appropriate work with external providers.
- SENCO to work with appropriate staff to signpost and support identified young people. To advise the Associate Principal with responsibility for Careers and, PD staff on appropriate differentiation for identified young people.
- Pastoral Team, as part of the Care and Guidance policy to signpost and support identified young people.
- All staff have responsibility in effective delivery of CEIAG provision, be part of the evaluation and development of the programme.
- Students have a responsibility in contributing to the programme and its effective evaluation.

### **Monitoring and Evaluation of the CEIAG Programme**

- Regular consultation with tutors and key staff delivering the programme.
- Provision of appropriate CPD.
- Students work, individual student evaluations which are analysed.
- Schemes of learning reviewed and evaluated.
- Students Entitlement and pathways book.
- Regular monitoring, evaluation and review of the work undertaken by the Associate Principal to be carried out by the Senior Vice Principal.
- Regular meetings with external providers to ensure quality of provision.
- Student voice.

### **Management of provider access requests**

A provider wishing to request access should contact *Charlie Hardy, Associate Principal*.

Telephone: 0116 2693896; Email:Charlie.hardy@roundhill.leics.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

**Reviewed September 2018**

**Charlie Hardy**