



Maghull High School

Careers Education Advice and Guidance Policy

Approved by Governors: May 2023
Policy renewal: May 2024

Introduction

Maghull High School is committed to providing all students from year seven to thirteen with a careers programme, which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance last updated January 2023. The programme is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. Young people's careers are forged out of their experience, progress and achievements in learning and work. All young people will benefit from a planned curriculum or programme of activities to help them make choices that are right for them. This curriculum will help them to develop the personal resources, skills and characteristics that will enable them to manage their varied careers throughout their lives.

The Gatsby Benchmarks

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

Aim of Policy

Maghull High School is committed to providing robust careers advice guidance and inspiration to build student aspiration. We believe that this guidance should:

- Inspire young people to consider a broad and ambitious range of future education, training and career options
- Meet students' career development needs
- Enable students to make realistic and well informed career decisions and transitions between educational stages
- Provide students with well-rounded experiences to further their personal development and character education

Commitment

Maghull High school will provide access to a range of activities for all students across every year group. We will provide involvement in a range of activities that inspire young people, including meaningful employer encounters, careers fairs, motivational speakers, college, apprenticeship and university visits, coaching and high quality mentoring. Every opportunity is made available for students to access external providers as appropriate, in line with the Department for Education's statutory guidance last updated January 2023.

As part of our commitment, Maghull High School supports the Baker Clause, which was introduced as an amendment to the Technical and Further Education Act 2017. This stipulates that schools should ensure that there is an opportunity for a range of education and training

providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. Further changes made through the Skills and Post-16 Education Act 2022, clarify that provider access legislation includes the minimum requirement to provide six education and training provider encounters from year eight to thirteen.

Statutory requirements and recommendations

The careers provision at Maghull High School is in line with the statutory guidance developed by the Department for Education in 2017 and updated in January 2023.

This states that all schools should provide independent careers guidance from year seven to thirteen and that this guidance should:

- include information on a range of pathways, including university options or apprenticeships
- ensure that there is an opportunity for a range of providers to access students to inform them about technical education and apprenticeships
- be impartial
- be adapted to the needs to the student

In addition, the school is compliant with the careers guidance that the government set out in 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Objectives

- To ensure the career development, well-being and progression of all students
- To help students to develop the skills and attitudes necessary for success in adult and working life
- To provide careers education that is relevant, timely, impartial and sufficient to meet the students' needs and is integrated into their curriculum
- To provide careers education, inspiration and guidance in partnership with students, their parents/carers and our chosen professional community partners

Implementation

All staff are expected to contribute to careers education delivery through their roles as tutors, subject teachers and support staff. All subject staff should link curriculum with careers, even on courses that are not specifically occupation-led. Aspects of career education will be delivered through the curriculum but also as part of personal development and during tutor time; other professional staff are included in the delivery via assemblies and student sessions where appropriate. Comprehensive careers information is available for all students in main school and the Sixth Form Centre.

A member of the SLT has strategic overview of the careers programme, our Director of Excellence & Engagement is the strategic lead and implementation is supported by the Careers and Transition Coordinator. The school works with careers colleagues across the Southport

Learning Trust, sharing training and good practice. We are supported by the Liverpool City Region Careers Hub who monitor our implementation through Compass+.

All students

All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- All students can attend the careers coordinator drop-in service and students from year eleven onwards are prioritised for one to one careers interviews
- External opportunities are advertised to students as appropriate

Students with Special Educational Needs or Disabilities (SEND)

Students with Special Educational Needs or Disabilities (SEND) have access to the following:

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND
- Personalised support from the SENCO, careers advisor, SEN careers link and external bodies is used where appropriate

Students in receipt of Pupil Premium funding

Students in receipt of Pupil Premium funding have access to the following:

- Personalised support as appropriate
- Priority places for enrichment activities and visits which build aspiration

Key Stage 3

- The options programme for Year 9 is designed to support them in their GCSE choices, with an annual Careers and Industry Insight day attended by local professionals, trainers, apprenticeship providers, colleges and universities
- The personal development curriculum in Year 7-9 covers economic wellbeing, active citizenship and charity fundraising and encourages aspiration
- Students in year nine have the opportunity to take part in the Bronze Duke of Edinburgh Award.

Key Stage 4

All students in Year 10 participate in business breakfasts with local professionals to inform their thinking around careers. Year 10 are provided with a CV workshop. Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are given advice and guidance about what to participate in e.g. the National Citizenship Service 'The Challenge'.

The options programme for Year 11 supports their level three choices.

The personal development curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising and encourages aspiration.

Key Stage 5

There is a range of support for both students pursuing applications to university and those who are embarking on other next step plans through: Personal Development, as part of the curriculum.

Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile. Students where appropriate are encouraged to research LMI opportunities.

There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from their form tutor and the Sixth Form team. Interview preparation is provided as appropriate by the Sixth Form team.

The Personal Development curriculum for Years 12-13 includes lessons on life at university, including personal finances.

Sixth Form students are encouraged to undertake volunteering and work experience to support their university applications.

A range of opportunities are advertised throughout the academic year, as appropriate to specific students.

The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.

Work Experience and Internships

All students in Year 12 are expected to complete one week's work experience during the summer term. They are encouraged to seek placements related to their particular career aspirations. This programme is overseen by the Director of Sixth Form and supported by the careers coordinator.

Throughout their time in Sixth Form, students are signposted to internship opportunities and encouraged to pursue these or other voluntary work opportunities related to their chosen field. Where the school has particular links with local businesses and organisations, the careers coordinator will support students in securing placements.

PROVIDER ACCESS

This statement sets out the school's arrangements for managing the access of providers to the students at the school for the purpose of giving them information about the provider's education, training offer, or skill set and pathway needed for access to the career or education sector that the provider represents. This complies with the school's legal obligations under section 42B of the Education Act 1997, updated January 2023.

Student Entitlement

Students in Year 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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
- To understand how to make applications for the full range of academic and technical courses

Management of provider access requests

A Provider wishing to request access should contact the Careers Coordinator through the Main School Office or via the following email address walliss@maghullhigh.com or careers@maghullhigh.com

We welcome input into our careers provision from employers, employees, universities, apprenticeship and further education providers. Our connections include former students, parents and local employers and providers and we are keen to widen this participation. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents and carers.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers coordinator.

Monitoring and Evaluation

The school's work on CEAIG is supported and quality assured through our work with the Careers and Enterprise Company through Compass+ and the Liverpool City Region Growth Platform. The SLT link oversees the work of the strategic lead and careers coordinator and reports on evaluation and impact through the school improvement plan, which in turn is shared with the governing body of the school and the Southport Learning trust.

Appendix A – The School's yearly plan

Year group	Content	Format	Personnel
Year 7	Introduction to CEIAG team. Communication of CEIAG areas around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this Careers guidance booklet	Assembly Tutor PD lessons Website	JA, SW
Year 7 parents	Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Half termly newsletter Information at parent evenings Website	SW SW
Year 7	Challenging stereotypes in different careers Extra-curricular clubs Careers guidance booklet DP/SEND/VA extra intervention and monitoring	Assembly Tutor PD lessons	Guest speakers All staff SENCO team
Year 7	Subject specific careers lesson Careers displays	Lesson (one per subject)	Subject teachers
Year 7	Work place visit /Subject specific trips offered during year 7-11	Visits/Trips	SW All departments

Year group	Content	Format	Personal
Year 8	Communication of CEIAG areas around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Assembly Tutor Email Website	JA, SW
Year 8 parents	Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Half termly newsletter Information at parent evenings Website	SW SW
Year 8	Challenging stereotypes in different careers Extra-curricular clubs DP/SEND/VA extra intervention and monitoring	Assembly Tutor/PD lessons	Guest speakers All staff
Year 8	Subject specific careers lessons Careers displays	Lesson (one per subject)	Subject teachers
Year 8	Visit to local university/workshop in school Begin to understand higher education options	Visit Workshop Tutor	SW University staff All staff
Year 8	Work place visit /Subject specific trips offered during year 7-11	Visits/Trips	SW All departments

Year group	Content	Format	Personal
Year 9	Communication of CEIAG area around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this Careers guidance booklet	Assembly Tutor PD lessons Website	JA, SW
Year 9 parents	Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Half termly newsletter Information at parent evenings Website	SW SW
Year 9	Understanding how key stage 4 and 5 options impact on career choice Recognising routes within specific subject areas Complete careers and options guidance booklets	½ day event Feb/March Tutor/PD lessons	External visitors JA SW
Year 9	Challenging stereotypes in different careers Extra-curricular clubs DP/SEND/VA extra intervention and monitoring	Assembly Tutor/PD lessons	Guest speakers All Staff
Year 9	Subject specific careers lessons	Lesson (one per subject)	Subject teachers
Year 9	Visit to local university/workshop in school Begin to understand higher education options	Visit Workshop Tutor	SW University staff All staff
Year 9	Work place visit /Subject specific trips offered during year 7-11	Visits/Trips	SW

Year group	Content	Format	
Year 10	Communication of CEIAG area around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Assembly Tutor PD lessons Website	JA, SW
Year 10 parents	Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Half termly newsletter Information at parent evenings Website	SW SW
Year 10	Challenging stereotypes in different careers Extra-curricular clubs DP/SEND/VA extra intervention and monitoring Business Business Breakfasts	Assembly Tutor/PD lessons	Guest speakers Providers All Staff SW
Year 10	Subject specific careers lessons	Lesson (one per subject)	Subject teachers
Year 10	Visit to local university/workshop in school/What University What Career Live event Begin to understand higher education options and apprenticeships	Visit Workshop	SW University staff All staff
Year 10	Work place visit /Subject specific trips offered during year 7-11	Visits/Trips	SW
Year 10	Bookable appointments to discuss career options and opportunities Create career plans CV workshop	One-to-one Tutor	SW VC Job centre plus

Year group	Content	Format	Personal
Year 11	Communication of CEIAG area around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Assembly Tutor PD lessons Website	JA, SW
Year 11 parents	Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Half termly newsletter Information at parent evenings Website	SW SW
Year 11	Understand post-16 options Recognise careers with specific post-16 requirements Taster sessions sixth form Mock results one to one interview Sixth form open evenings	Maghull Sixth Form Open Evenings Post 16 option booklets Careers Survey	All staff JA SW SLT Providers Universities
Year 11	Subject specific careers lessons	Lesson (one per subject)	Subject teachers
Year 11	Visit to employers/universities What University What Career Live event Work place visit /Subject specific trips offered during year 7-11	Visits/Trips	SW Subject teachers Providers
Year 11	Bookable appointments to discuss career options and opportunities Compete careers and post 16 options booklet	One-to-one	SW VC

Year group	Content	Format	Personal
Year 12	Communication of CEIAG area around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Assembly Email Parent evenings Website	MC EM SW
Year 12	Attend UCAS convention Attend higher level apprenticeship event- What Career Live March every year Opportunity to attend taster seminars and open days (offered by universities) Financial literacy workshops UCAS personal statement support	Visit Parent evenings Workshops Personal development	SW MC University staff Providers
Year 12	Subject specific careers lessons Extra-curricular clubs Speakers for Schools	Lesson	Subject teachers External visitors
Year 12	Undertake a week's work experience placement Select a placement linked to chosen career path Discover different career opportunities	Placement Assemblies	SW MC EM
Year 12	Bookable appointments to discuss career options and opportunities	One-to-one	SW

Year group	Content	Format	Personal
Year 13	Communication of CEIAG area around school Communication of how to find/source information regarding future study options Communication of what labour market information is and where to find this	Assembly Email Parent evenings Website	MC EM SW
Year 13	UCAS personal statement support UCAS application University visits and support Apprenticeship application support	Visits Parent evening Workshops Personal development	SW MC Tutors University staff providers
Year 13	Subject specific careers lessons Speakers for Schools	Lesson	Subject teachers External visitors
Year 13	Bookable appointments to discuss career options and opportunities	One-to-one	SW