

St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
Service Compassion Justice Perseverance



CAREERS EDUCATION AND INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

APPROVED: October 2021
DATE TO BE REVIEWED: September 2022

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At St Martin's we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

Our vision

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

Our Mission

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech'

Titus 2: 7-8

St Martin's School Prayer

Dear God

We thank you for your love and your promise to be with us.

At school or work, at rest or play, help us to feel near to you and hear your voice.

Guide each one of us to be like St Martin by always showing respect, encouraging one another and serving our community.

Help me to be aware of my talents, be independent, enquiring and hopeful for the future.

Amen

Inspired by St Martin's Original School Prayer

We nurture. We develop. We educate. We are St Martin's.

CAREERS EDUCATION AND INFORMATION, ADVICE AND GUIDANCE (CEIAG)

1. Our Vision

Our aim as a school is to provide an inclusive, effective and stable careers strategy which raises our students' aspirations. This is important in order to ensure that students are able to be adaptable, dynamic, innovative, flexible, resilient, self-initiation and collaborative to accommodate and thrive in workplaces, or to create work for themselves. Our steps to success programme at St Martin's aims to create strong, tenacious, empowered young women who have the freedom and knowledge to pursue the career pathway of their choice.

2. Our Commitment

We are committed to meeting national and local expectations in relation to careers and work by:

1. Securing independent and impartial careers advice for students 11-16, that includes information on the range of education and training options, including apprenticeships and vocational pathways.
2. Decreasing the number of students not staying in education or training or entering employment for at least 2 terms after Year 11.
3. Meeting all 8 Gatsby Benchmarks by December 2020. This can be measured using the Compass Tool.
4. Ensuring equality, diversity and inclusion is mainstreamed through careers provision, breaking down gender stereotypes and raising aspirations for all students.
5. Recognising the importance of providing young people with real-life contacts and experiences from the world of work.
6. A Link Governor takes a strategic interest in careers education and guidance and encourages employer engagement for careers.

3. Management and review

The AHT responsible for Character Education, will oversee the strategic vision, working closely with the Careers Advisor and Work Related Learning Coordinator to ensure delivery of the strategy. In turn working closely with Heads of Subject and pastoral leaders, parents and external providers to ensure the above objectives are met.

The review of the strategy and policy will be conducted annually.

4. Implementation

The implementation will be achieved through a team approach. All staff have a responsibility to involve careers within their teaching. They have received training in the form of CPD linked to careers in the curriculum. Delivery of the careers programme will be through workshops, whole class discussions, our wellbeing programme, external and internal events.

Where possible, learning will be assessed. The impact of learning will be measured via pre and post evaluations.

5. Student Entitlement

Year 7- Introduction to Careers (Self-discovery)

- Students will attend workshops designed to help them discover the different industries of work with particular emphasis on STEM careers (Science, Technology, Engineering and Maths).
- Students will demonstrate career exploration skills and organised thinking about occupations by using START PROFILE to log their careers experiences.
- The Year 7 wellbeing programme will encourage students to understand personal development, the world of work and how to plan for the future through a series of tasks that students will complete.
- Students will have the opportunity to meet local employers through different platforms e.g Careers Coffee Mornings, Careers workshops.

Year 8- Introduction to Careers (Team work)

- Students will have the opportunity to undertake some work experience at the school 'Work Shadowing Day'.
- The Year 8 wellbeing programme will look at helping students to identify their personal skills and interests, how to work effectively as a team, to further explore the world of work and identify how to budget their money.
- Some students will visit a university campus in order for them to get an understanding of what it would be like to go to university and meet students who currently attend.
- Students will demonstrate career exploration skills and organised thinking about occupations by using START PROFILE to log their careers experiences.

Year 9- Choosing the right options for me

- Students will have the opportunity to meet our independent Careers Advisor to discuss their career aspirations and help them to decide on the right subject options to take to support their goals.
- Students will have the opportunity to meet local employers through different platforms e.g Careers Coffee Mornings, Careers workshops, Year group assemblies.
- The Year 9 wellbeing programme will focus on skills and behaviours in the workplace, careers linked to payscales, jobs in demand, different types of employment and what pathways are available to them in the future.
- Subject teachers will give students the opportunity to visit workplaces or attend workshops related to their subjects run by our Careers Advisor.

Year 10- Post-16 and beyond

- Students will take a closer look at Post-16 options during their wellbeing programme, alongside exploring skills and behaviours in the workplace.
- Students will attend revision and study skills workshops to help build their confidence and inspire them to achieve their goals.
- Students will attend a mock interview day where they will receive support in writing a CV, job

applications and interviews with various employers designed to equip them with the skills they will need for the future.

- Some students will visit Colleges and attend Taster days which gives them the opportunity to experience 'a day in the life of a college student'.
- Some students will visit a university campus in order for them to get an understanding of what it would be like to go to university and meet students who currently attend.
- In Year 10 and Year 12, students will be able to use their participation in work experience and other work-related activities to develop employability skills and improve their prospects
- Students will receive independent careers advice from a careers advisor to help them to understand their options when they leave school including, apprenticeships/BTEC/A-levels routes.
- Students will receive a personal mentor to support them with their UCA's application and how to write a personal statement effectively.
- Year 12 and 13 are given the opportunity to gain key skills within their step up programme e.g how to write a professional email, work etiquette and life skills.

6. Staff Development

Staff training needs are identified in conjunction with the AHT for training, and with continual awareness of local and national careers agendas. The school will endeavour to meet training needs within a reasonable period of time.

7. Resources

The AHT is responsible for the effective deployment of resources. Funding is allocated in the annual budget in the context of whole school priorities. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of providers.

8. Monitoring And Evaluation

The careers programme will be reviewed on a termly basis using the Gatsby Benchmarks via the Careers Company Compass Tool. The effectiveness and impact of this strategy and the career provision action plan will be based on the following evaluation methods:

- Compass tool assessment. Improvement against the Gatsby benchmarks. To be re-evaluated every year
- Termly feedback via Student Voice
- Activity evaluation forms. To record initial reactions of students, teachers and employers of each activity
- Impact assessment built into wellbeing programme to show learning from the programme in relation to careers
- Parent surveys to be completed during parents evening

9. Partnerships

The school partners with a range of external agencies to support the provision of CEIAG including: the Careers and Enterprise Company, Kings Health Trust, the STEM Ambassador programme, Cambridge University, the Generating Genius programme, London South Bank University and London Engineering Project. There is close liaison with other Lambeth schools as part of the Career Cluster project.

10. Engaging the Parents/Carers

Parents/Carers are encouraged to get involved in the progress of their children through

- Yearly Information Evenings aimed at key decision points e.g GCSE Options, Post-16 Options
- Access to school website with supporting information and resources
- Yearly parents consultation evenings

11. Review

This Careers Education and Information, Advice and Guidance Policy will be reviewed as part of the school's policy review cycle.

12. Statutory Guidance

This careers strategy is in line with the national Careers Strategy (December 2017) and Careers guidance and access for education and training providers statutory guidance. (January 2018)