

CARDINAL POLE CATHOLIC SCHOOL



CEIAG Policy

(Revised with COVID-19 addition)

Approved by
Governors

Signed:

David Rhans

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Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

Mission Statement

Cardinal Pole is a Roman Catholic School with a Christian commitment to building community through the individual care of pupils and staff. Within the school we share a common faith which, while recognising the values of all cultures and ethnic groups, promotes understanding of and respect for the values of the Gospel. As teachers or Non-Teaching staff in a Catholic School we promote what we believe and understand of the Christian truths which refer us back and lead us to Christ. We are conscious that in trying to do so we are subject to various pressures e.g. ever-changing educational ideologies and the materialistic bias of the society in which we live. Nevertheless, there are certain criteria, which underpin our work as teachers and non-teaching staff. All members of staff should facilitate the development of skills and knowledge in pupils and help them to understand that God is glorified through the acquisition and good use of knowledge. All members of staff should in their behaviour and attitudes set positive examples for pupils and encourage them in the practice of their faith. The school seeks to foster close relationships between school, home and the local community in particular by increasing their faith. In our daily assembly we attempt to bring before God our work and the needs and concerns not only of the school but of the wider community.

Introduction

Schools have a statutory duty to provide Careers Education, Information, Advice and Guidance to year's 8-13. (Careers Guidance and Inspiration in Schools, 2015) At Cardinal Pole, this is an objective which we take very seriously and believe that by doing so, it will assist the school in meeting the objectives of the school improvement plan and more importantly ensure that our students are given the tools to make a successful transition to their chosen pathway. The detail of this policy has been written with reference to the Government guidance on careers education in school, The Gatsby Framework (Gatsby, 2013) alongside Ofsted requirements for CEIAG (Ofsted, 2019). It has also been written with reference to additional policies within the school such as SEN, Safeguarding, Equality of Opportunities and the Health & Safety policy. The policy has been written in consultation with the Career Guidance Manager, Senior Leadership Team, SENCO, PSHE lead and students.

Aims and Objectives

Cardinal Pole Catholic School is fully committed to promoting CEIAG from the top down across the school. The school has completed the Quality in Careers Standard in 2017 and will be undergoing reassessment in 2020/21. We believe that strong CEIAG is crucial to a young person developing their employability skills and resilience needed to cope in modern society which will ultimately have a positive impact on educational attainment. We have 2 full-time member of staff who are qualified to Level 6 in Careers Guidance to provide outstanding and impartial guidance to our students. We also commission additional time from external organisations to provide independent guidance to targeted students.

The programme will encapsulate all students from the gifted & talented to students with special educational needs, ensuring that students in alternative provision are supported through regular review. There will be emphasis placed on the impartiality of the guidance and focus on each student's individual needs. Our provision will include CEIAG being embed across our subject areas, alongside a range of aspirational extra-curricular activities and intensive one-to-one support from staff. We aim to give students the opportunity to engage with industries and educational establishments alongside local labour market information, which will subsequently allow them to make informed choices about their future career paths. We aim to meet requirements on destinations figures and use this data in an analytical manner to improve delivery of the programme. The impact of the policy will be measured through:

- Number of school leavers who are NEET (Not in Education, Employment or Training).
- Destinations including into Further Education, Higher Education and Apprenticeships.
- Diversity of destinations.
- Numbers securing places at Russell Group universities.
- Uptake of targeted subjects at KS5 and degrees post 16 as set out in the School Improvement Plan.

Delivery of CEIAG

The onus is on the delivery of CEIAG being carried out across the curriculum by all relevant staff. It will be based on the learning outcomes of The CDI learning outcomes and will be measured by the success in which these outcomes are met. Within the school though there is a structured arrangement within the school to deliver CEIAG in school:

- Assistant Head-Teacher with responsibility for Safeguarding.
- Careers Guidance Manager with responsibility of delivery of CEIAG programme.
- Careers Adviser and Key Stage 4 Pastoral Support Manager.
- PSHE co-ordinator with responsibility for the PSHE programme which includes the delivery of CEIAG.
- Subject links within each curriculum area that is responsible for feeding updates across their subject areas.
- Pastoral Support Managers who support tutors in CEIAG related activities and student progression to relevant year groups.

Training

The Deputy Head- Teacher responsible for CPD will ensure that staff who are involved in the delivery of the CEIAG programme are well trained and subsequently skilled to be able to carry out their role to a high standard. In particular, the Career Guidance Manager will be required to attend relevant CPD sessions to ensure they are up to date with developments within areas such as Further and Higher Education, Apprenticeships and Labour Market Information disseminated to form tutors. It will also be the responsibility of the Career Guidance Manager to ensure that all staff is kept up to date with developments within CEIAG by using internal communication methods to inform.

Student Assessment

Students will be required to document their learning either through their PSHE log books or any relevant work carried out across the curriculum. This carried out by staff and students and there will be onus placed on students being able to self-reflect to assess progress.

Student Entitlement

We believe that students should be entitled to a comprehensive programme of CEIAG across each year group. Please see appendix for a comprehensive overview of the student entitlement. This entitlement will be reviewed on an annual basis. Staff will be privy to the student entitlement through the school's internal communication. It will be available to all students and parents through the school website.

Resources

An annual budget will be agreed by senior leadership team and will be the responsibility of the AST in charge of CEIAG and Career Guidance Manager. This will incorporate the capacity to exceed our need to provide independent careers guidance and provide students with aspirational software packages such as Be Ready and Unifrog. It will also make allowances for students to receive a programme of aspirational trips and activities which will meet the student entitlement.

Partnerships

We work with several different organisations to support our students to ensure they receive outstanding independent and impartial IAG alongside maintaining staff is well trained on current issues and developments. These include:

- Hackney Learning Trust Careers Collaborative- a consortium of local secondary schools who work in partnership to improve the opportunities of our students.
- Hackney Learning Trust Career Networking & Apprenticeship promotion group- termly meetings for career's staff to support the delivery of CEIAG.
- Into University- support students with HE awareness and engagement from year 7-13.
- Mentoring Works- pair students with industry specialists to motivate our students.
- Prospects- work with our students with Special Educational Needs to complete their Education Health Care Plans for safe transitions.
- City University- provide independent IAG to our students.
- Leicester University- partner school for their widening participation programme.
- Arnold Porter Law Firm provide annual work placements as part of the Social Mobility Legal Partnership.

In addition, we aim to strengthen our links with local employers and educational providers. This includes ensuring that our students can access outstanding educational opportunities.

Evaluation of Provision

The CEIAG policy will be reviewed on an annual basis by the Assistant Head-Teacher with responsibility for CEIAG alongside the Career Guidance Manager with input from key staff and students. This will be measured by mapping the programme against the learning outcomes from The CDI framework and ensuring that the outcomes are being delivered. In addition, the school's work will be internally assessed as part of the accreditation of Investors in Careers. We also value the input of our staff and more importantly students, parents and they will be asked for the input of how to improve the CEIAG provision whilst ensuring this is in line with the schools School Improvement Plan and agreed priorities.

Further Information

Gatsby Foundation (2013), Good Career Guidance <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Department for Education (2018), Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

Oftsed (2019), The Education Inspection Framework https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801429/Education_inspection_framework.pdf

CEIAG arrangements during closures due to Coronavirus outbreak Updated 25th May 2020

1. Introduction

The purpose of this addendum is to clarify our CEIAG policy and procedures in the light of the recent school closure due to the coronavirus outbreak. The way Cardinal Pole Catholic School is operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. However, there remains a principle to ensure students are given career and work-related learning in line with a commitment towards meeting the Gatsby Benchmarks. Students will continue to engage with career related learning through the school's virtual environment. This will be aimed to complement the existing curriculum.

Children/parents will be given guidance on how to stay protected when they are online.

2. Cardinal Pole Catholic School CEIAG Team

Link Governor for Careers: Justin Madubuko

Assistant Head with line management responsibilities: Peter McEvoy

Career Guidance Manager: John Egan

Careers Adviser and Key Stage 4 Pastoral Support Manager: Jonathan Howard.

3. Student Entitlement Summer Term 2020

This emergency CEIAG programme has been put in place to ensure all students are supported at the appropriate stage of their education. This will be reviewed on a termly basis for the duration of the pandemic. In addition, a weekly bulletin of different career related activities will be sent out to parents. This will also signpost parents to useful developments in relation to different pathways and labour market information.

Year 13	Students to be supported with their Post-18 options. Support on results day for students intending to apply to university. Students intending to undertake an apprenticeship are supported in an ongoing basis.
Year 12	Students to receive Career interviews via telephone from City University Careers Adviser. Students to receive guidance from careers team via Microsoft Teams. Post-18 options week to be delivered virtually. Students are given time to undertake outreach opportunities with different employers and educational establishments. Students will have access to Be Ready and Unifrog portals to support with their future.
Year 11	Students will be supported to progress into education, employment and training for September 2020. Support will be given on GCSE results day. Virtual meetings' scheduled

Year 10	Students to be given a virtual work experience programme via different industry led programmes alongside using the Be Ready programme to build employability skills.
Year 9	Students will undertake a range of different virtual & online career related activities as part of the activity and culture week in July.
Year 8	Students will undertake a range of different virtual & online career related activities as part of the activity and culture week in July.
Year 7	Students will undertake a range of different virtual & online career related activities as part of the activity and culture week in July.

4. Online Safety

During the period of school closure, pupils will be accessing the internet typically more than they would normally, due to the need to access and complete work as well as to stay in touch with family, friends and essential services. Children and parents will be sent information on how to keep themselves safe online and what to do if they have any concerns.