



# Careers education, information, advice and guidance (CEIAG) policy

<b>Independent school standards</b>	Paragraph 2(2)(e)
<b>Last updated by senior leaders</b>	August 2023
<b>Last reviewed by advisory board</b>	August 2023
<b>Next review due</b>	August 2024

## **Introduction**

St. John's Senior School is committed to providing regular impartial, up-to-date careers education, information, advice and guidance in line with the relevant independent school standard:

- 2(2)(e) pupils receiving secondary education must have access to accurate, up-to-date careers guidance that
- 2(2)(e)(i) is presented in an impartial manner;
- 2(2)(e)(ii) enables them to make informed choices about a broad range of career options; and
- 2(2)(e)(iii) helps to encourage them to fulfil their potential.

This is achieved through a combination of PSHCE education, workshops, trips, careers fairs, University visits, guest speakers and via an externally commissioned careers service (Enfield Careers Service).

As an independent school with a strong academic focus, the stakes are considerable, especially in terms of pupils' academic and professional achievement.

The majority of leavers enrol in Russell Group universities, with over 30% of them earning places at Oxbridge, Medical, or Dental Schools.

The School places a high importance on education that prepares pupils for the problems they will face in the future. It recognises that in a world of continuously changing career opportunities, pupils require access to a broad range of information, experience, and knowledge about the workplace. It also recognises the need of assisting pupils in recognising their own strengths and aptitudes in order for them to establish high and acceptable aspirations for their future.

Each pupil is entitled to an effective programme of CEIAG at appropriate stages of their progress through the School as part of the School's commitment to providing the broadest and most comprehensive education possible for all of its pupils.

Under the leadership of the School, the CEIAG programme strives to empower pupils to obtain as much relevant information as possible in order to make educated decisions regarding their futures.

### **The School's CEIAG programme:**

- is presented in an impartial manner: this is defined as showing no bias or favouritism towards a particular education or work option
- enables pupils to make informed choices about a broad range of options, including timely advice to help pupils choose GCSE and post-16 courses
- helps to encourage pupils to fulfil their potential:
  - pupils should 'know themselves' and how their strengths, weaknesses and interests relate to the world of work
  - learning about different careers and opportunities
  - obtaining individual guidance

- having some work experience
  - gaining information about training, education and occupations beyond school
- works to consciously prevent all forms of stereotyping in the advice and guidance provided to ensure that pupils from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.

**The CEIAG programme aims to:**

- encourage self-evaluation so that pupils can learn about themselves, their interests, personal characteristics, and the factors that impact their decisions.
- promote career management by asking pupils to take responsibility for their own career decisions and encouraging realistic and flexible individual higher education and career paths
- encourage career exploration by providing quality and up-to-date information about the worlds of learning and work.
- teach pupils how to manage change and transition in a fast-paced environment by using their own initiative and enterprise to seize opportunities and successfully manage unanticipated change.

**The School's careers leader, Mr. Henry Saunders is responsible for:**

- managing the CEIAG programme.
- liaising with the external careers adviser to implement and maintain regular and effective careers guidance for all pupils of secondary age, including one-to-one sessions for pupils in Key Stage 4 and Key Stage 5.
- liaising with the PSHE leader and other subject leaders to plan careers education in the curriculum.
- liaising with Heads of Year, mentors, the pastoral team and the SENDCo to identify pupils needing additional guidance.
- establishing, maintaining and developing links with FE colleges, universities, apprenticeship providers and employers.
- providing pupils with effective careers guidance and supporting social mobility by improving opportunities for all young people.
- supporting teachers of careers education and tutors providing initial information and advice.
- monitoring teaching and learning in careers education, and the access to and take up of career guidance.

- advising senior colleagues on policy, strategy and resources for careers education, information, advice and guidance (CEIAG).
- allowing pupils to have access to providers of technical education, such as colleges, and apprenticeships to ensure every pupil is well-informed about their future options at every stage.
- working closely with the SENDCo to ensure that pupils with SEND understand their different career pathways, and enabling them to gain the skills, knowledge and experience they require to achieve their career goals.

### **Externally-commissioned CEIAG provided by Enfield Careers Services**

Pupils receive personalised careers interviews, with an experienced Careers Advisor from Enfield Careers Services, to ensure they are fully aware of all the options open to them and then create an action plan of their next steps.

### **The careers adviser, Mr. Latib Ali is responsible for:**

- reporting regularly to the careers leader regarding pupil progress and the effectiveness of the school's career plan.
- providing a thorough, personalised career service throughout the Senior School.
- staying up to date with relevant CPD and developments in the CEIAG sector.
- producing careers information and guidance through online and hard copy literature, and visual displays in school.
- attending regular meetings with the careers leader to discuss the School's career plan.
- arranging meetings and follow-up appointments with pupils.