



Careers Education Policy

PURPOSE

This policy provides a detailed description of the responsibilities for staff and governors involved in Careers Education in school. It complies with statutory requirements for Careers Education for schools in England, especially those relating to legislation contained in the Education Act 1997 (sections 42A, 42B and 45A) and the Education and Skills Act 2008 (section 72). This policy should be published on school websites as part of the statutory requirement to display information on careers provision and student destinations.

Date of last review:	January 2019	Author:	Head of Careers Education
Date of next review:	January 2020	Owner:	Education Directors
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management team
School:	Ark Alexandra Academy	Key Contact Name:	Head of Careers Education
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POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input checked="" type="checkbox"/> Careers Education <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Careers Education Planning

Named personnel with delegated responsibility for Careers Education:

Role	Delegated Person	Contact Details
Careers Education Lead	Graham Morris	g.morris@arkalexandra.org
Careers Education SLT link (if different from above)	James Hamilton	j.hamilton@arkalexandra.org
Careers Education Link Governor	Helen Bostock	helen@helenbostock.com

1. Roles and Responsibilities

1.1. Careers Education Lead (s)

Strategic Responsibilities

- Ensuring a full understanding of the [Gatsby Benchmarks for Good Career Guidance in schools](#), as the framework used to guide Careers Education in Ark Alexandra Academy.
- Creating a cycle of activity and meetings with those responsible for delivery in school to drive the planning and monitoring of pathways & enrichment.
- Interrogating student destinations and the careers education audit to ensure strategic plan is evidence-led, focused on key priority areas and is mission aligned
- Ensuring timely and relevant messaging around careers education to LGB, SLT and key staff as appropriate to gain buy-in and embed knowledge and understanding of careers education across the whole school.
- Ensuring that pastoral and CPD activity is linked to needs identified in the careers education priorities for the year.
- Identify need and access relevant careers education support from Ark. Drawing links between other schools and proactively addressing overlap or duplication.

Operational Responsibilities

- Ensuring a full understanding of the [Gatsby Benchmarks for Good Career Guidance in schools](#), as the framework used to guide Careers Education in Ark Alexandra Academy.
- Ensuring the strategic plan includes independent guidance for all students in years 8-13, and access for further education and technical providers to speak with students.
- Ensuring that relevant evidence is recorded against the strategic plan and programmes and activities are regularly evaluated for quality and monitored for impact.
- Engaging with external businesses, further and higher education institutions and third sector organisations to create purposeful partnerships and secure high-quality student opportunities
- Facilitating and coordinating events and opportunities for students and ensuring that all safeguarding and health and safety requirements are met, particularly for off site visits
- Overseeing personal guidance opportunities for students to secure positive and appropriate destinations at the end of Year 11 and Year 13 and manage the destinations data collection process
- Developing and managing the alumni community within the school, ensuring that they are used within careers education events
- Making strong links within the academy to ensure careers education provision is embedded across all key stages, including liaising with heads of departments and colleagues delivering PSHE and enrichment programmes.

1.2. Careers Education Link Governor

The Careers Education Link governor works on behalf of the Local Governing Body (LGB) to ensure a strategic approach to Careers Education at the school and support for the operational and strategic leads. Key responsibilities include;

- Ensure a full understanding of the [Gatsby Benchmarks for Good Career Guidance in schools](#), as the framework used to guide Careers Education in Ark Alexandra Academy.
- Ensure the school is meeting the statutory duty to provide independent careers advice to students from Y8-Y13 and are providing opportunities for FE and Technical providers to speak to students about pathways.
- Support and challenge on the design and on-going development of the school Careers Education strategy. Monitor the effectiveness of delivery and seek out appropriate opportunities to talk to learners about their experience of the school's Careers provision.
- Support school to forge purposeful links and partnerships with universities, colleges and employers.
- Ensure destinations data is recorded, interrogated, and used to measure impact of the school's Careers Education provision.

1.3. The Principal

The Principal has overall responsibility for the strategic planning and day-to-day delivery of Careers Education provision.

2. Our mission, values and aims

We know there is more to success than academic achievement alone. Education isn't simply about passing exams; it's about enabling students to learn the skills and qualities they need to be successful at school and beyond. We want every pupil to do well enough to go to university or pursue the career of their choice. To support this, our schools ensure that alongside setting high expectations for academic progress, we also focus on building the habits and skills most desired by employers and universities, guarantee access and exposure to the experiences that will help them to shape a vision for their own future and guide their decisions about their university or career pathway after school.

In pursuit of our mission, Ark will support staff leading and coordinating careers education in schools, by;

- Developing a common approach to collecting, analysing and reporting on destinations of students at Year 6, 11 and 13.
- Supporting effective planning, delivery and evaluation against the Ark Pathway & Enrichment framework through one-to-one coaching, a programme of continuous professional development and provide opportunities to explore sector best practice, and develop creative and collaborative solutions between schools.
- Developing and delivering network programmes, opportunities and partnerships to address the biggest progression barriers our students and alumni are facing.
- Influencing the development of the Ark curriculum model to ensure it aligns with the needs of all Ark student groups and labour market.
- Developing online content and resources to share national and network best practice.
- Building our alumni community to support school programmes, and to help us measure the impact of our approach to pathways and enrichment.

3. Requirements for Careers Education in Ark schools

Ark schools will align their planning, delivery and evaluation of careers education to the [Ark Pathways & Enrichment framework](#), which is modelled on the Gatsby Benchmarks for Good Career Guidance. Within this framework, Ark schools commit to the following statutory requirements for schools, regardless of whether or not the statutory requirement applies to MATs in England. Every Ark school will;

- Appoint a named person to lead the Careers Education programme.
- Ensure that pupils are provided with independent careers guidance from year 7 to year 13.
- Ensure that there is an opportunity for a range of education and training providers to access all pupils in year 7 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- Publish a policy statement setting out their arrangements for provider access and ensure that it is followed.
- Provide at least one employer encounter per year, for every student in years 7-13.
- Publish details of their careers programme for young people and their parents.

In addition to statutory requirements, Ark schools also commit to;

- Appoint a Link Governor for Careers Education.
- Appoint a named Strategic Lead who has oversight for school Careers Education strategy.
- Collect student destinations data for Year 11 and Year 13 leavers in line with Ark's guidelines for destinations data

4. Destinations Data

We expect all Ark secondary schools to collect the intended and final destinations of their Year 11, 12 and 13 students and share with their local authorities as part of their statutory responsibility.

- Tools are made available for schools to collect analyse their destinations data on an ongoing basis and we strongly recommend that schools take stock of intended destinations after February half term to understand if any additional guidance conversations are required with students.
- We expect schools to support students on results days with any changes to destination decisions and to remain in contact for up to 6 weeks after results days to confirm where and what students have gone on to do after school. If students at KS5 leave during the year, schools must record where they have gone on to study.
- Network analysis of destinations will take place in Autumn term and be shared with school leaders before Christmas.