



## Careers Education and Guidance (CEG) Policy

At Queen Elizabeth's Grammar, Alford the named persons with responsibility for this policy are:

<b>Author</b>	Careers Lead
<b>Designated Governor</b>	Full Governing Body

Approved by: Governing Body  
Date Approved: June 2023  
Last reviewed: June 2023  
Next date due to be reviewed: June 2024



# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### RATIONALE

Careers Education and Guidance is an integral part of the academy's Tutorial programme, which is delivered by form tutors with support where appropriate from an independent and impartial deliverer of guidance. Particular emphasis is placed on making effective career decisions in Years 7-13.

Careers Education helps prepare students for the opportunities and responsibilities of adult working life and, as such, has a vital contribution to the school's aims of working closely with employers, Higher Education institutions and our local community and supporting students in the lifetime experience of learning.

Strong and effective pastoral and tutorial systems at Queen Elizabeth's provide the means to ensure students receive support and guidance at transition points. The relevant national policy document which informs this policy is the Careers Guidance and Access to Education document published Jan 2018 by the DfE. This includes reference to meeting the Gatsby Benchmarks.

The role of the Careers Leader, Work Experience Co-ordinator and Careers Lead:

The role of the Careers Leader is to assist young people's career learning, planning and development by leading and managing the development of careers education, information and guidance, alongside SLT. The Careers Leader advises the Senior Leadership Team and governors, facilitates the contribution of colleagues and partners, develops the careers programme, organises resources and secures high standards of teaching, learning and guidance. The Careers Leader also works closely with the Work Experience Co-ordinator who ensures students experience the world of work and engagement with employers. The Careers Lead supports the PSHE programme and provides one to one guidance interviews for pupils.

### KEY ACCOUNTABILITIES:

1. To support the development of effective and continually improving careers education, careers information and careers guidance for young people.
2. To support students and parents through the delivery of high-quality careers guidance.
3. To facilitate the contribution of colleagues and a range of partners to young people's career learning, planning and development.
4. To select and provide curriculum resources, activities and services to meet young people's career needs.
5. To ensure continuing professional development for themselves and others to secure high standards of careers teaching, learning and guidance.

### AIMS

- To help students learn to understand themselves and develop their capabilities.
- To develop an understanding of the range of opportunities available at 16+ and 18+.

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- To raise students' self-esteem and resilience and encourage them to have high aspirations which allow them to achieve economic well-being and lead fulfilling lives.
- To support students in making informed and realistic career decisions.
- To help students manage the transition from education to work and to identify and develop transferrable employability skills.

### CAREERS ENTITLEMENT

- A programme of CEG within the tutorial programme, beginning in Year 7 and continuing through to Year 13.
- As a Business and Enterprise College since September 2004, enterprise is a cross-curricular theme which permeates all areas of school life.
- All students have access to Xello-online careers platform.
- Group and individual support from an impartial Careers Lead.
- One week's work experience for Y10 in January (after examinations). Work experience is offered to Sixth Form students on an individual basis and where it is needed to support HE careers choices. Sixth Form students are also supported in finding work experience needed to support future career aspirations. Career decisions are supported with meetings with the Head of Upper School and the Headteacher, along with meetings with the Careers Lead on a referral basis.

### IMPLEMENTATION

- Careers education at Queen Elizabeth's is led by the Assistant Headteacher (Pastoral), the Library Officer and the Careers Lead. Form tutors deliver the tutorial programme and liaise as appropriate with HoS and with Careers Lead.
- Link Governor.
- Action planning is regularly carried out to enable students to learn how to plan and review their own learning and ultimately be able to manage this themselves. Twice yearly, on reports, a formal action plan is written by students and targets are set.
- A Technical A Level in Business is offered in the Upper School.
- CEG material is monitored to ensure impartial, objective and reliable presentation of material.
- Students are encouraged to be aware of and challenge gender, class, religious and disability issues relating to the world of work.
- Parents are able to discuss career-related issues with the Careers Lead at Y8 Options Evening, Y11 Parents' Evenings and 13 when needed.
- The Academy maintains a paid subscription to the careers programme – Xello.
- A trip to the Higher Education Day at Lincoln is arranged for Y12 and smaller group visits to Oxbridge and other universities are arranged.
- Assemblies led by NCS and encouragement for attendance on the programme for Y11 and Sixth Form.
- Appropriate students in Y12 are recommended for the Sutton Trust Summer Schools.
- The Head of Sixth Form and Headteacher are available on A level results days and the following day to assist students in confirming university places and, if appropriate, going

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through the clearing process. They are also available on GCSE results day to discuss further options at 16+.

- The Careers education leads, HoS and form tutors attend relevant INSET as and when appropriate
- The Library Officer and the Head of Middle School work together to arrange Y10 work experience during the latter part of the summer term.
- Drop down days to be arranged subject to COVID restrictions to provide experience of employers, labour market information and the development of transferrable skills

### ASSESSMENT, RECORDING AND REPORTING

- Work is assessed and marked through peer assessment and by tutors
- Achievement is recorded and reported to parents

### REVIEW AND EVALUATION

- Teaching of CEG related topics and the learning outcomes are monitored and evaluated by the Heads of School through observation of tutorial lessons and checks of folders (in line with the school's monitoring policy).
- Tutorial schemes of work and programmes of work are reviewed annually by the Heads of School in liaison with the Careers' tutors.
- The review and evaluation process will be used to recognise and share good practice, identify areas for further development and thus facilitate the continuous improvement of CEG at Queen Elizabeth's. This includes information gained from lower, middle and upper school students' focus groups on their perspective of CEG delivery.
- The Careers Leader monitors, evaluates and coordinates the overall careers programme by the use of the Compass Evaluation Tool and ongoing liaison with internal staff as well as external providers such as the LEP, employers and providers.
- This policy will be reviewed annually and monitored by the Headteacher and governors.

### OTHER RELEVANT SCHOOL POLICIES:

Work –Related Learning Policy  
Equal Opportunities Policy

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