



ST THOMAS MORE CATHOLIC SCHOOL

Careers Policy

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Introduction

The mission of St Thomas More School is to develop each member of the school community so that everyone involved can reach their full potential in the light of the teachings of Christ and the values portrayed in the gospels.

As such, careers education and guidance is a vital part of the development of all students from year 7 to year 13 at St Thomas More School in order to:

- Enhance employment prospects
- Allow for career flexibility
- Prepare students for their next steps and future opportunities
- Support students to maximise their potential
- Aid students in their progression to adult and working life
- Educate students on the full range of post 16 and post 18 opportunities
- Help develop students' skills and qualities in preparation for the working world

The CEIAG programme is developed in line with local, regional and national frameworks for good practice.

Principles of careers education, information, advice and guidance

The implementation of a planned careers programme is in place to support students in making well-informed choices and realistic decisions for further and higher education, training and ultimately, a future career path. Following the Gatsby Benchmarks to provide 'good careers guidance', we aim to support each student in developing their own ideas and aspirations, and actively shaping their own career path.

Below are the eight benchmarks that govern careers provision at St Thomas More School:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Resources

The Careers Coordinator is responsible for providing students with up-to-date and accurate careers information from a variety of resources, including prospectuses, careers literature, and leaflets. Funding is allocated within the annual budget to access and provide access for students to careers platforms, including Unifrog. Unifrog provides



students with an opportunity to explore careers, subjects they can study at University and become familiar with career documents such as CVs, application forms and personal statements.

The careers staff at St Thomas More School engage with network groups, careers hubs and the North East ambition to strengthen and develop provision and along with the enterprise adviser, work to review, supplement and adapt the careers curriculum.

Independent advice and guidance

Students are entitled to CEIAG, which means professional standards of practice and is personalised and impartial. Each student in years 11 and 12 has access to a one-to-one careers interview with an appropriately trained (Level 6) external careers advisor who will provide them with independent and impartial advice on their next steps, future training considerations, as well as career and labour market information relevant to their areas of interest.

Students with Education Health Care Plans in Year 11 will be provided with an independent guidance interview with an adviser from the IAG team at Gateshead Council.

The careers programme is designed to meet the needs of the students at St Thomas More School to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values.
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages, including financial management.
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

Management of provider access requests

As part of St Thomas More School's careers programme, informing our pupils of the full range of learning and training routes on offer to them is a particularly important element. In line with the "Careers guidance and access for education and training providers" [September 2022], we support the "Baker clause" by providing our students with access to external providers. We are happy to support requests from training providers, vocational education, apprenticeship providers and employers to speak to students, and additionally will approach these partners ourselves when organising key careers events throughout the school year.

The school holds events that provide information on vocational, technical and apprenticeship routes. Enquiries about these events can be made to the school's Careers Coordinator at the email address below.

Providers are also welcome to contact the above email address to request additional opportunities to speak to students about their provision or extracurricular/learning opportunities.

Responses to requests will come from the school CEIAG coordinator. For requests that are approved, you will be provided with clear instructions before the event on visitor parking, visitor registration, a contact member of staff



and their contact details, the teaching room or school hall to be used at the session and the presentation facilities this space offers.

If a provider is unable to attend these events or feels that their presentation needs require different circumstances or that they are hosting an event they wish to promote, in the first instance, they should contact the CEIAG coordinator.

All requests should be emailed at least 6 weeks (a school half-term) in advance of an expected date for the planned session. All requests will be given due consideration by the CEIAG Coordinator and Senior Leadership link, and requests will be refused if:

- They impinge on students' preparation for public or internal exams
- They clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parent communication events, etc.
- The school is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Assessment

Through evaluation following career-related events, we assess whether students have achieved these aims through feedback responses. Aims and objectives are shared in Wider Curriculum Careers lessons and revisited at the end of lessons to assess whether they have been achieved.

Implementation

Responsibilities are spread between the Assistant Head Teacher with oversight of CEIAG and the CEIAG coordinator. They plan, coordinate and evaluate the careers programme. They also plan and implement work experience for pupils. They work closely with the wider curriculum coordinator to ensure that CEIAG is a significant part of the curriculum.

All staff contribute to CEIAG through their roles as tutors delivering the wider curriculum and subject teachers in linking curriculum learning to careers.

Implementation: the careers programme

The careers curriculum is designed around the 8 Gatsby benchmarks of 'Good careers guidance' and, as such, the activities are designed to develop well-rounded students and encourage them to make well-informed decisions.

The careers programme includes careers lessons within the school's Wider Curriculum programme and various career guidance activities throughout the year, as well as information and research activities, employability learning (including preparation for work experience in key stages 4 and 5) and individual learning activities which are recorded on the careers software packages. Other focused events, including an in-house careers fair for transition years, which gives students the opportunity to engage with further and higher education providers,



apprenticeship providers and a range of employers. Students are actively involved in the evaluation of activities, including work experience, through lessons and in written feedback.

All students receive at least one careers interview with the Careers Adviser in KS4 and are given the opportunity for further interviews in both year 12 and 13 for KS5 at review stages. The Careers Adviser is central to providing guidance to students on routes beyond school as well as preparing them for making applications and interviewing for the next steps. All students are given the opportunity and encouraged to request an additional appointment with the careers adviser to follow up if necessary.

The Careers Adviser also provides an important contribution to the planning, design and delivery of all aspects of our careers education programme, allowing for current labour market intelligence to inform these processes. Year 11, 12 and 13 pupils at risk of not being in education, employment or training post-16 and post-18 are identified, and intervention strategies are taken up both in school and with the local authority careers service to offer every best effort to support and engage these students at risk.

Monitoring, review, evaluation and development of CEIAG

The careers provision is reviewed annually by the careers lead and coordinator, with set targets for development and updates are implemented accordingly. Feedback from students is used to inform improvements in the careers provision.

Programme breakdown per keystage

KS3

Introduction to thinking about careers, including specific terminology to recognise, relative skill sets and giving context to this learning by developing a deeper understanding of how these fit and are desired in the world of work. Students have several opportunities to complete Unifrog activities utilising the resources available on the platform. There are several specific engagement activities arranged with a variety of local and national employers, including those from STEM sectors, for students to hear and learn from, to form a connection between careers and the curriculum. Students have a gentle introduction to higher education, and begin to consider their next steps, including GCSE options, further and higher education, apprenticeship routes and what pathways to consider for careers.

KS4

The programme of events builds on specific skill sets students must consider to develop for the world of work, including work experience preparation and experience of a workplace opportunity in year 10. In addition to the more in-depth sessions on preparing for the world of work, through employer engagement sessions, facilitated through stakeholders (including Globalbridge and NECOP), students are encouraged to consider preparing for applications and interviews and self-marketing techniques. Students in year 11 also have a careers interview with a qualified careers adviser to discuss their next steps and future aspirations.

KS5

Students in sixth form are given multiple engagement opportunities, including learning from NECOP and UCAS, a variety of employers from different industries, ranging from the activities at the careers fair and during National Careers Week, as well as engaging with stakeholders (including Amazing Apprenticeships) to develop a good understanding of the local labour market and opportunities for training and post-18 options. Students are given an



additional opportunity to experience the workplace as well as additional independent one-to-one guidance interviews.

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