



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:

- **Raise achievement:** encouraging students to develop high aspirations and consider a broad and ambitious range of careers
- **To develop in our students the knowledge, skills, attitudes, and abilities** that will enable them to be effective in a variety of adult roles throughout their working lives
- **Develop enterprise and employability skills**, including skills for self-employment
- Encourage students to see **career development as a lifelong process**
- To enable students to **recognise their personal strengths and abilities**, relate them to career choices at transition points, and record their achievements, successes, and aspirations
- Provide **high-quality, impartial careers guidance** to all students, in the best interests of each individual pupil
- Provide opportunities to **work in partnership with employers, training providers, and local colleges**, both virtually and in person, to inspire students
- Ensure that students and families receive **appropriate information and guidance**, especially at key decision and transition points
- Provide equity of opportunity for all pupils, ensuring those vulnerable and disadvantaged pupils as well as those with SEND are prioritised for the highest quality Careers guidance.

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 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

Each student in Key Stage 4 and 5 has access to a one-to-one careers interview with an appropriately trained (Level 6+) 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. Pupils at risk of NEET are provided with additional guidance interviews.

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.

Inclusion

Inclusion is central to our Careers Curriculum. Additional opportunities are provided to vulnerable and disadvantaged pupils, as well as those with SEND.

- At least one additional Careers Interview at KS4 and KS5 for disadvantaged pupils and those at risk of NEET.
- Additional support for disadvantaged pupils in arranging work experience placements.
- Prioritising disadvantaged pupils for opportunities such as trips to workplaces, and visiting speakers.
- Personalised invites to families for Careers information sessions such as the Virtual Parent Engagement Careers session.
- Bespoke programme for SEND pupils delivered by our Learning Support Department including:
 - Year 10 and Year 11 visits to Gateshead College and Newcastle College



- Preparation for Adulthood intervention once a week with Year 11 cohort: travel, shopping lists, meal prep, money and budgeting, personal hygiene, career options, qualification research
- Help with college applications
- Independent travel practice
- Help organising work experience placements.

Provider Access Policy Statement

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 following email address:

STM-careers@stm.bwcet.com

0191 499 0111

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

Monitoring, Evaluation and Impact



The school evaluates the impact of provider encounters as part of its wider careers programme by:

- Gathering pupil feedback in student voice
- Monitoring participation and engagement
- Reviewing outcomes against the Gatsby benchmarks

This ensures that encounters are high quality, meaningful and contribute to improved pupil outcomes.

If you have questions regarding this or St Thomas More School's wider CEIAG policy document please do not hesitate to contact our CEIAG Coordinator.

Implementation

Responsibilities are spread between the Assistant Head Teacher with responsibility for Personal Development and the Careers 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.

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 primarily includes careers lessons within the school's Wider Curriculum programme as well as other career-focused year group opportunities throughout the year, including trips and visits, all of which are recorded on Unifrog for tracking of individual pupil participation. Our annual Careers Fair takes place in March, and, gives students the opportunity to engage with further and higher education providers, apprenticeship providers and a range of employers. Pupils complete the Future Skills Questionnaire through Compass+ at regular intervals throughout their school careers to allow us to evaluate the impact of the Careers Curriculum.

All students receive at least one careers interview with the Careers Adviser in KS4 and KS5 and can also make appointments for additional interviews upon request. Pupils at risk of NEET are also prioritised for additional Careers Advice Interviews. 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 plans and designs 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.

The six main strands of our CEIAG Curriculum are as follows, and more details on each strand can be found in our CEIAG Curriculum Overview on the school website.



Wider Curriculum Careers Key Concept	Experiences of Workplaces and Encounters with Employers & Employees	Encounters with Further and Higher Education	Personal Careers Guidance	Careers Across the Curriculum	Careers Enrichment Opportunities
Our Careers Curriculum is delivered as one of the key concepts of our Wider Curriculum, delivered in weekly sessions by pastoral tutors on Friday mornings.	Alongside Work Experience placements in Year 10 and 12, pupils gain diverse experiences of workplaces, employers and employees across their school journey.	Through our Careers Fairs, specialist Horizons programme for KS5, and visiting speakers and trips.	All pupils in Key Stage 4 and Key Stage 5 receive at least one personal careers interview with an impartial careers advisor to discuss their aspirations and next steps.	Careers Provision is mapped out across the curriculum, with different subject areas highlighting progression opportunities and labour market information within their subject area.	Our whole school enrichment programme includes our Careers Pop Up which highlights a Careers of the Week. Other opportunities for experiences of workplaces are regularly featured as part of our Enrichment programme at STM.

Monitoring, review, evaluation and development of CEIAG

Careers Provision is reviewed termly against the Gatsby Benchmarks using Compass+ by the Careers Coordinator and AHT with responsibility for Personal Development. These reviews are also carried out in conjunction with our link from North East Ambition who provides impartial advice and support for our CEIAG Programme. These regular reviews inform targets for development which are implemented accordingly.

Other Monitoring Processes include:

- Pupil Destination data, including NEET figures
- Pupil Voice
- Evaluation of Future Skills Questionnaires

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