



CAREERS POLICY

Assistant Vice Principal KS3, March 2010
Formal Review Date: March 2011



CAREERS AND GUIDANCE (CAG) POLICY

1. Introduction

1.a Rationale for CAG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in the Academy and after they leave. The 1997 Education act places a duty on schools to give learners in years 9-11 access to careers education, information and guidance. Red House Academy endeavours to follow the guidance in the National Framework for CAG 11-19 in England, the National Curriculum programme of study for PSD and Citizenship, and the QCA guidance on Work Related Learning for All at Key Stage 4.

1b. Commitment

Red House Academy is committed to providing a planned programme of careers education, information and guidance for all learners in years 7-11 in partnership with Sunderland Connexions Service.

1c. Development

This policy was developed and is renewed annually through discussions with teaching staff, learners, parents and the Academy's Connexions personal advisers.

1d. Links with other policies

This policy is underpinned by the school's policies for Teaching and Learning, Recording and Reporting Achievement, PSD, Citizenship, Enterprise Education, Work Related Learning, Equal Opportunities, Health and Safety and Special Needs.

2. Objectives

2a. Learners needs

The CAG programme is designed to meet the needs of learners at Red House Academy. It is differentiated in that it ensures progression through activities that are appropriate to learner's stages of career learning, planning and development.

2b. Entitlement

Learners are entitled to careers education and guidance that is impartial and confidential. It should be integrated into their experience of the whole curriculum, based on a partnership with learners and their parents/carers. This programme promotes opportunity, inclusion and anti-racism.

3. Implementation

3a. Management

The Assistant Heads are responsible for co-ordinating the careers programme. The co-ordinator works closely with the school's Connexions Link co-ordinator, other Connexions personnel, responsible to the Assistant Headteacher (KS4) Work Experience is planned and implemented by the Finance Director. Option planning and

choices are planned and implemented by the PSD team who work with the Vice Principles (Option choices).

3b. Staffing

The PSD team take the lead in contributing to the careers and guidance programme. Careers education is planned, monitored and evaluated by the careers co-ordinator, and Assistant Heads who are also department leaders for PSD. The Connexions advisers provide specialist guidance.

3c. Curriculum

The careers programme includes education lessons, careers guidance activities (group work and individual interviews) information and research activities e.g. careers Project in year 9, work related learning, action planning and recording achievement. Careers lessons are part of the school's PSD programme. Other focused events e.g. Your Choice Day, Aim Higher are provided within the year. Work Experience preparation and follow-up take place in PSD lessons.

3d. Staff development

Staff training needs for planning and delivering the career programme are identified in the staff development plan in the Partnership Agreement and activities are planned to meet them. Funding is accessed through the Careers Inset budget held by the Connexions Partnership. The careers co-ordinator attends regular training/briefing sessions organised by Sunderland Connexions.

3e. Monitoring, review and evaluation

Evaluations are carried out yearly by the PSD teachers on the effectiveness of the programme and any identified areas for improvements are effected by the careers co-ordinator.