



Malbank School & Sixth Form College
Careers Education and Guidance Policy

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Careers Education and Guidance Policy

Updated May 2024 by Craig Batty - Assistant Headteacher (Head of Sixth Form and Careers)

1. Introduction

Malbank School is committed to providing quality education in a friendly environment, characterised by support for the individual and high achievement amongst students of all ages, aptitudes and abilities.

2. Inclusion Mission Statement

Malbank School and Sixth Form College is Committed to providing a careers education and guidance programme which encourages students of all ages, aptitudes and abilities to: develop to their full potential; enhance self-awareness and confidence; acquire the necessary skills and information to make informed and realistic careers decisions and become competent career planners.

3. Aims

As a school we aim to:

- develop skills and personal qualities e.g. self-esteem, decision making and communication skills, including ICT.
- provide knowledge of options at key stages of decision making.
- encourage acquisition of job-seeking skills, including ability to write letters of application, interview technique and the preparation of CVs.
- facilitate knowledge of availability and sources of educational and employment information within school, locally, nationally and internationally.
- help with management of transition from school to Further Education (FE), Higher Education (HE) or employment and training.
- involve parents, governors and the local community in the delivery of the CEG programme.
- enhance life-long learning by encouraging the recording of progress and planning for the future.
- have a universal and inclusive service available to all
- identify those at risk and provide guidance differentiated according to need.
- develop work related learning knowledge and skills, including business enterprise.

- review our procedures at regular intervals and upgrade the CEG programme accordingly.
- To meet the Gatsby Benchmarks which are highlighted in our Careers Programme:
 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

4. Principles

- Every Child Matters
- Teaching and learning styles emphasise the importance of pupil's active participation in and responsibility for the process of education.
- The teaching materials used are appropriate to the needs of the pupils.
- The school draws effectively and coherently on expert advice, help and support from within and beyond the local community.
- Pupils receive help, support, recognition, encouragement and advice which is impartial and clearly linked to the whole school framework of pastoral care. Confidentiality is respected.
- The work-related curriculum is an integral part of the school curriculum, reflecting the aims of the school and needs/aspirations of the individuals and community it serves.

5. Implementation

- Management

The Work-Related Learning Co-ordinator liaises with the PSHE/Citizenship Co-ordinator known as PDL and Key Stage Leaders to implement this within the PDL programme.

The co-ordinator works closely with the Careers adviser who is employed by Mploy. To ensure that independent advice is given to all students in Key Stage 4 with one to one interviews. Also, to make sure that potential NEET/Pupil Premium students are targeted with additional support from the Careers adviser

Work experience is also planned and implemented by the Work-Related Learning Co-ordinator in conjunction with the Key Stage 5 Office administrator for all year 12 students.

In the Sixth Form the Head of Sixth Form designs and implements the careers programme, in conjunction with the Work-Related Learning Co-ordinator and Assistant Head of Sixth Form, who work together to add to sixth form experience with visits and employer engagement.

Members of the Inclusion Team, meeting as the internal Students at Risk Group (STAR). They meet weekly to identify and, either provide support for students considered to be at risk, or refer them to external agencies.

- Staffing

There is a member of the senior leadership team (SLT) who has the role of Careers Leader this is Craig Batty.

All staff are expected to contribute to the CEG programme through their roles as form and subject teachers. Careers education is planned, monitored and evaluated by the Work-Related Learning Co-ordinator in consultation with the PDL co-ordinator.

The Careers Adviser provides specialist careers guidance.

- Curriculum

Careers guidance is an essential part of student development and school follows the guidance in the Gatsby Bench Marks and the National Framework for CEG 11-19 in England, the National Curriculum programmes of study for PSHE and citizenship, and the QCA guidance on Work Related Learning for all at Key Stage 4.

6. Our Careers Programme Outline

Malbank School's Career programme embarks each student on an individual journey, exploring all elements of careers education. The bespoke programme strives to meet all the Gatsby benchmarks to generate the best advice and guidance for our young people. We believe that career guidance is about raising aspirations, aiming high and avoiding making any assumptions about the limits on a young person's options. At **Malbank** we allow students to research all options so they can make a well-informed decision about their future.

We recognise that the jobs market is increasingly dynamic and there are no jobs for life. We want to encourage our students to develop a growth mind-set and to create and take opportunities that continuously challenge or reframe their career direction. It's important that students understand that employer's value more than qualifications. We inspire our students through careers education to develop their own motivation in life. Our ethos is to develop the whole child, meaning students personal development is at the heart of our curriculum.

Our extensive careers programme is set out clearly in a separate document. Below is an outline of our programme and how Careers education is delivered at **Malbank School**.

- PDL (Personal Development Learning) lessons. These last for 1 hour and are delivered throughout the academic year to year 7-11. Please visit the PHSCE section of the website to find our PDL lesson programme.

- During our new form time programme that runs for 30mins each day – there is a weekly dedicated Careers slot for all year groups
- STEM projects and competitions delivered by D&T, Science and Maths.
- Assemblies that are relevant to each year group.
- Virtual events are promoted through subject teachers and Teams.
- Enrichment opportunities and drop-down sessions ran by external organisations.
- Career and enterprise enrichment days for Year 9 and 10 students in the summer of each academic year.
- Post 16 work experience – this now takes place in March of Year 12 in order to maximise uptake. This is co-ordinated by the Assistant Head of Sixth Form
- Subject specific school trips that enrich students' knowledge of career choices.
- Tutor time career guidance tasks
- One-to-one career guidance
- The use of 'Start' which is an online platform delivering all of the Gatsby benchmarks and enriching students career experiences.

Careers lessons are part of the school's Personal and Social Development Learning programme (PDL). Other focused events such as Enrichment Day, visits by and to employers take place, as appropriate.

An annual Partnership Agreement is negotiated between the school and Mploy to ensure independent career advice is available to students.

Whilst on site the Careers Adviser follows the Child Protection/Safeguarding protocol of the School.

7. The role of the Careers Adviser

One day a week to give one to one careers' advice and guidance available to all students. In addition, potential NEET students are targeted with the aim of all having either employment or courses to go on to.

The school liaises with outside agencies such as, the Crewe and Nantwich Pledge, the Careers and Enterprise Company. Pledge, STEM and local employers. E.g. Bentley

The school is fully aware of and operates in agreement and alignment with the Baker Clause, we welcome and encourage outside institutions and education providers, promote their materials and allow them access to our students in line with our Safeguarding Policy.

- Resources

The Careers Adviser has an office (one days a week). The Sixth Form has careers resources located in the Common Room.

In-house booklets, worksheets, internet and computer programmes to support the Careers Programme.

The school draws on parents, members of the local business community such as Bentley Motors and external organisations e.g. university admission tutors, to support the CEG programme. In addition, the school draws on the expertise of the support agencies e.g. Children's Services

Visits to career/university fairs, local employers and FE providers are encouraged. Taster sessions for career specialisms are also offered, as appropriate.

8. Staff development

Staff training and development is encouraged in line with government initiatives and the School Development Plan. The staff training is provided via Inset and Key Stage Team meetings

Surveys of students and parents/carers to evaluate outcomes of key issues are done, as appropriate, and inform action planning. Student forums are incorporated into this process at regular intervals.

REVIEW DATE: SEPTEMBER 2025