

St Monica's Catholic Primary School



Careers Policy

Approved by:	Full Governing Board	Date: March 2024
Signed (Headteacher)	James Gouldbourne and Ryan McLoughlin	
Last reviewed on:	March 2024	
Next review due by:	March 2026	

St Monica's Careers Policy

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MISSION STATEMENT

"Success for All within a Christ-Centred Community"

Aims

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in October 2018.

The main aims of careers provision at St Monica's Primary School are to:

- Begin to prepare pupils for life post-education
- Develop an understanding of different career paths and challenge stereotypes
- Develop an understanding of the differences between school and work
- Inspire pupils to chase and achieve their dreams
- Offer targeted support for vulnerable and disadvantaged young people
- Instill a healthy attitude towards work

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2018
- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014

- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of careers and route to those careers
- Ensuring the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- Providing clear advice and guidance to the headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

2.2. The Headteacher is responsible for:

- Managing the provision of careers information.
- Liaising with the PSHE leader and other subject leaders to plan careers education in the curriculum.
- Liaising with tutorial managers, mentors, the SENCO, teachers and parents
- Establishing, maintaining and developing links with employers, where possible.
- Providing pupils with effective careers guidance and supporting social mobility by improving opportunities for all young people.

To improve the school's career provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks, as appropriate to a primary school.

- Publishing this policy statement on our website.
- Organising workshops for pupils and actively promoting the careers service in-house, hosting an annual Careers Day, assemblies.
- Creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

2.3. To support social mobility, the school will work to raise pupils' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for pupils to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that STEM qualifications lead to.

3. Addressing the needs of pupils

3.1. The school's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

3.2. All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils from all backgrounds, gender and diversity groups, and those with SEND, can consider the widest possible range of careers.

3.3. The school will run a Careers Day each year and a range of employers and guest speakers from a range of organisations to provide awareness of the variety of offers. The school will ensure that visitors act as role models to inspire pupils and encourage aspirational aims.

3.4. Surveys will be conducted to find out individual pupils' aspirations. The results of the surveys will create careers guidance and experience that will be tailored to pupils needs based on their own aspirations and abilities.

3.5. The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations

4. Curriculum

4.1. The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.

4.2. The school will engage with local employers, businesses and professional networks, inviting visiting speakers, as appropriate.

5. Monitoring and review: This policy will be reviewed on a two yearly basis.

Access Policy Statement

Who should providers contact to discuss events and options?

Providers should initially send an email to the headteacher via the school office.

What are the rules for granting and refusing access requests? We will grant access requests that meet the following criteria:

- Organisations promoting STEM careers.
- Organisations that support the wider curriculum through activities in school. We will refuse any access request that:
 - Require the school to pay fees.
 - Offer biased information in favour of one organisation.

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

Careers Survey – Plans for Your Future

This survey is intended to help you begin thinking about your career path when you leave school. Each year, this survey information will be updated to reflect your changing perspective on your aspirations as you get closer to leaving school. This information will also serve as a guide to your teachers in deciding which classes and educational experiences you should have to help you be successful in the kind of life you want to have after secondary school.

Name:	Date of birth:		
Year group:		Date:	

☐ Job Aspiration

What do you want to do when you leave school?

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Hobbies

What do you enjoy doing in your spare time?

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Would you like a job connected to your hobbies? If yes, what.

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How could the school help you to develop your hobbies?

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