

Mountjoy School

Careers Education, Information, Advice & Guidance Policy

May 2023



This is a Mountjoy School Policy
Reviewed by: Senior Leadership Team

Date:	May 2023
Date of next review:	May 2024

Intent of CEIAG at Mountjoy School.

Good quality Careers education, information, advice and guidance (CEIAG) at Mountjoy is essential to preparing young people for the opportunities, responsibilities and experiences of life along with;

- helping them to make a successful transition to adulthood through the development of skills and attitudes that will enable them to be effective adults in the wider community to the best of their ability.
- raising aspirations and supporting them to achieve their full potential.
- empowering them to plan and manage their own futures with the help of significant people.
- encouraging lifelong learning.
- challenging stereotypes and promoting equality, diversity and social mobility.
- enabling them to sustain skills for employability and personal and economic wellbeing throughout their lives.
- working towards meeting the Gatsby Benchmarks.

The **Intent** of CEIAG at Mountjoy School is to offer opportunities for:

- **self-development** – to help students understand and assess themselves, develop their capabilities in managing transitions, understand their options and different paths to work, to plan the steps they need to take to get from where they are to where they want to be, set targets and recognise the influences on them, improve their well-being through doing a job they are good at and enjoy;
- **career exploration** – by providing opportunities for learning and work through activities and information sources linked to work related learning, inspiring through new opportunities they might not have known about or thought they couldn't achieve, work experience, offsite visits, community learning and enterprise education;
- **career management** – where students, with their families/carers/support staff, understand their own knowledge and skills and how they can be used in the work place, apply the knowledge and skills they have developed to make choices, get, hold, progress in a job, whatever their age, ability or background, adjust plans to successfully manage change and transition into the next phase of their adult life.

Implementation of CEIAG at Mountjoy School:

Governors and staff at Mountjoy School are committed to:

- providing students with a bespoke programme of careers education and information, advice and guidance, appropriate to their needs, throughout their school career, with opportunities at key transition points to access impartial, up-to-date information and expert advice and guidance from both external and internal careers advisors;
- maximising opportunities for students by involving, where relevant, other local secondary schools/sixth forms, employers, FE and HE institutions and chosen professionals in the delivery of the Careers education.

- encouraging parental/carer involvement at all stages through careers interviews, annual reviews and transition meetings, information at key transition points, invitations to attend careers related visits, access to appropriate online resources and careers policy available on the school's website;
- paying regard to relevant guidance from the DfE, Ofsted, Compass and other agencies on improving outcomes for young people.

Entitlement:

The CEIAG programme is designed to meet the needs of all students at Mountjoy School. It is designed to be bespoke, differentiated and personalised to ensure progression through activities that are appropriate to the students' interests, strength, learning needs and development.

All Mountjoy School students are entitled to:

- learn in an environment that values and enhances their knowledge and understanding of the world of work, the economy and the community;
- have comprehensive, relevant, timely and up-to-date information about qualification choices, post-16 and post-18 options (including alternatives to university), enterprise, careers, training and employment opportunities;
- have easy access to advice and guidance which is impartial and broadens their horizons to help them work towards their future and career aspirations;
- work in partnership with their parents/carers, our chosen professionals and other community partners.

Leadership and management

The Careers Lead manages the day-to-day delivery of careers education, information, advice and guidance, in discussion with other staff including:

- Subject leaders
- Class teachers
- Senior Leadership Team
- Named governor with responsibility for CEIAG: Steve Page

The CEIAG programme is planned, monitored and evaluated by the Careers Lead in consultation with the staff specified above, although all staff contribute to CEIAG delivery through linking curriculum learning to careers.

Printed careers information, College prospectuses and careers display board are maintained by the Careers Lead and staff team.

Curriculum

The CEIAG programme for each year group is constructed around a range of activities, experiences and resources including:

- taught careers education lessons
- assemblies
- in-school events (e.g. Post 16 Careers Coffee Mornings, Careers week)
- offsite visits (e.g. Safewise/Carymoor/Magdalen Farm)
- careers talks from employers
- CV workshops and mock interviews
- enterprise schemes
- visits to FE colleges
- visits to local businesses
- activities with other local secondary schools and colleges
- access to online resources and printed information
- participation in Careers interviews with parents/carers
- group work on employability
- both on and offsite work experience placements.

Partnerships

The school works with a range of partners to deliver the CEIAG programme, including:

- external careers advisors from Cosmic Cactus who deliver careers guidance to students as and when needed and appropriate to individuals.
- Careers and Enterprise Company and use of their Compass+ tool
- Dorset Careers Hub
- Talentino Advisor and resources
- other external providers of Enterprise Education such as SAMEE;
- local employers including STEM ambassadors and Apprenticeship providers;
- FE institutions;
- TADSS Network of Careers Leaders in Dorset Special Schools.

Monitoring, review and evaluation

The annual CEIAG development plan is reviewed regularly by the Careers Lead with the Senior Leadership Team, taking students' views into account where appropriate. Careers interviews are conducted annually.

Impact of CEIAG at Mountjoy School

At Mountjoy school we aim for all students to have had a broad range of experiences offering the opportunity to gain skills in areas that are beneficial to them and their lives after Mountjoy. After following a bespoke, personalised curriculum at Mountjoy, tailored to their individual needs, all of our students leave school with accreditation or qualification based on their personal achievements.

Our students follow a range of pathways on leaving school including Further Education, Voluntary or Paid work and out into the community to function as adults with the skills that they have developed.