



John Spence Community High School

CEIAG Policy

2023/24

John Spence Community High School CEIAG Policy

Our vision is to ensure that every pupil leaves John Spence being 'Fit for Life'.

Our students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance. Our CEIAG policy sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own path.

The school CEIAG policy is based on the 'Careers guidance and access for education and training providers' statutory document published by the DfE in January 2023, and will use the **Gatsby Benchmarks** as a framework for good practice. Careers education does not just mean informing students about their options after school but also how their school career will affect their future. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which career pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after school whichever path they choose.

Our school development plan outlines our commitment to ensuring pupils are resilient and skilled, and as part of this, we will ensure that each and every child receives a careers curriculum that is sequential, age appropriate, meaningful and impartial.

Aims

- To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.
- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To make students aware of the range of opportunities which are realistically available to them in higher education and training
- To equip students with the necessary decision-making skills to manage those same transitions.
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally.
- To foster links between the school, local businesses and further/higher education establishments.
- To enable students to experience the world of work and develop transferable skills, for example, independence, resilience, creativity, personal learning and thinking skills.
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training.
- To maintain a culture of high aspirations.
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential.

Timetabled Lessons

Each Year group will have a specific focus through their Fit for Life lessons; a timetable lesson covering not only Careers, but RSE, mental health and personal finance. The topics for these lessons are as follows:

Key Stage 3:

Year 7	Year 8	Year 9
This is me	Working in the North East	Routes and options
My achievements		Unifrog intro - quizzes (computers or phones required)
Building my work skills	Exploring LMI	Unifrog - GCSE options (computers or phones required)
What is a job?		What is a University?
Types of work	Breaking stereotypes	Apprenticeships & T Levels
Goals for the future		How do I know what I need?

Key Stage 4:

Year 10	Year 11
Work Experience - Researching and contacting employers	Connexions Workshops - Post 16 options
CV Writing	Connexions Workshops - Post 16 options
Cover Letters & Application forms	Connexions Workshops - Post 16 options
Personal Finance - Risks and rewards	Personal Finance - How does education affect my finances?
Personal Finance - Borrowing money	Personal Finance - Identity theft and fraud
Personal Finance - Planning for the unexpected	Personal Finance - How can my money choices affect my wellbeing?

Whole School Careers Provision

For the full document please see full Provision Map document

John Spence Community High School Careers Provision Map 2022/23
For curriculum embedded careers activities, see alternative provision map

	Year 7	Year 8	Year 9	Year 10	Year 11	Stakeholders
Year long provision	Junior Young Civic Award Unifrog log	Enterprise Challenge Unifrog log	Volunteering project ASDAN TICE Future Me Program	Unifrog log Work Related Girls/Boys network NUFC	Connexions 1:1 Work Related DWP Sessions Sportworks Grey Fox	
Half Term 1	Unifrog introduction	Sector Spreadsheet	Connexions Intro assembly	Connexions Intro assembly Sector Spreadsheet Northumbria University taster day	Potential NEETS identified Destinations Spreadsheet College/Sixth form taster day	
Half Term 2	NUSTEM - People like me STEM workshops	CyberSTEM (NUFC)	Enact Drama Workshop	Speakers for schools	FE Assemblies: All local colleges, sixth forms Mock Job Interview	Parental Newsletter
Half Term 3 Futures Month	KS3 Assembly - Introduction to Futures Month Theme: Hope			KS4 Assembly Theme: Hope		
	Subject pathways day Employer Assemblies (Home group, NUSTEM... Buzz Quiz Energy sector carousel	Subject pathways day Employer Assemblies Careers Zone	Subject specific career lessons Employer Assemblies Careers Speed dating	LMI Assembly Employer Assemblies Careers Fair Medical mavericks Future Me workshop Cambridge workshop	LMI Assembly Careers Fair Employer Assemblies Kirkley Hall Trip	Futures Month Letters Higher Education Parents Evening 'Ways into work' parents/careers coffee morning Staff CPD: Careers Update Carousel
Fit for life careers lessons	<ul style="list-style-type: none"> This is me My achievements Building my work skills What is a job? Types of work Goals for the future 	<ul style="list-style-type: none"> Exploring LMI Why work in the North East Breaking Stereotypes 	<ul style="list-style-type: none"> Unifrog Intro - quizzes Unifrog - GCSE Options What is a university Apprenticeships and T Levels Routes and options How do I know what I need? 	<ul style="list-style-type: none"> Preparing for Work Experience CV Writing Cover letters and application forms Personal Finance 	<ul style="list-style-type: none"> Connexions workshops - Post 16 options Personal Finance 	
Half Term 4 (National Apprenticeship week)			Apprenticeships assemblies (Independent providers) BL Training QA Apprenticeships	Apprenticeships assemblies (Independent providers) Apprenticeships workshop BL Training QA Apprenticeships	Apprenticeships assemblies (Independent providers) Apprenticeships workshop Future Focus - SEND Careers Fair	Parental Newsletter High Education Parents Evening Apprenticeships Parent Pack Business Breakfast Networking session
Half Term 5	Energy Quest	Dell powering transformation	Uniformed Services Week	Work Experience	SEN FE Visits	
Half Term 6	Port of Tyne visit	Sunderland Software City Visit	Manufacturing? Litmus Survey	Cambridge residential Targeted Connexions Intervention		Parental Newsletter Student/staff/parent voice survey

Our programme is designed to provide each year group with age appropriate and meaningful careers based experiences and employer encounters, as well as interactions with post 16 providers including providers of technical education and apprenticeships. As pupils move through the year groups, their experiences increase in number and change in content.

As part of our **Futures month** programme, pupils will take part in at least one employer encounter as a year group through a drop down session or careers fair. These events are followed up with targeted trips linked to the North East Growth Sectors and local LMI.

During Futures Month, subject teachers are encouraged to get involved and KS3 students should receive careers based activities, linking subject areas pathways. Students will also be provided with a range of employer based assemblies, again linking for the four main growth sectors in the region.

Partners: We work with a huge range of partners who support our Careers program, from our Enterprise Advisor, to the local authority trust, to the dept of work and pensions. We understand the importance of providing our students with a wide range of speakers, organisations and employers. For a detailed list of partners, see provision map.

The needs of the individual: There are a wide range of programs running all year with targeted groups of students. These programs are designed to support disadvantaged pupils, raise aspirations, and boost confidence. Please see Careers provision map for further details.

Engaging Parents: Parents play a vital role in the careers decision of their children, therefore we have a duty to ensure they are part of our careers provision. As well as regular letters, termly newsletters, and attendance of our Careers advisors at our parents evenings, we also hold a Higher Education Parents information evening, and a 'Ways into Work' coffee morning for parents who may need support with their own employment or training needs.

Staffing, training and CPD: The identified Careers Lead is Kate Winder. The Higher education Champion is Nikki Benson. All whole school careers events are organised by the two named members of staff. Careers lessons within the Fit for Life program are delivered by Fit for life staff. All fit for life staff members have full access to the teaching resources at the beginning of the year and as of September 2024, will be required to complete a survey outlining what (if any training needs they require). Annual whole school CPD takes place with Careers updates and informal notices, advice and guidance to staff is delivered via email and staff briefings. An annual informal meeting with each curriculum leader helps to support subject staff with the integration of careers education.

Year Group Learning Intentions

Year 7

Careers Education Focus - Self awareness and skill attributes

- Students are encouraged to identify personal traits, strengths and skills and develop confidence and have high expectations of themselves.
- By beginning careers education early students can make better informed decisions at transition stages and are more motivated in school in order to follow a particular pathway.
- Students are introduced to the idea of what skills and attributes are required to be a successful employee.
- Students have optional access to independent and impartial advisers via drop in sessions.
- Pupils will use the Buzz quiz to determine what personality type they are.
- **Employer encounters: Energy Sector Carousel, employer assemblies, Energy Quest workshop, Port of Tyne trip**

Year 8

Careers Education Focus - The world of work and employment

- Students will explore the world of work and the ways in which people can work.
- Students are introduced to the world of work and how it is constantly changing.
- Students encouraged to think about what it might mean to have a 'career'
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students are encouraged to challenge stereotypes in the workplace

- **Employer encounters: Careers zone, employer assemblies, Dell Powering Transformation Workshop, Sunderland Software City trip**

Year 9

Career Education Focus – Exploring options and using information

Students are encouraged to explore how they can use the huge amount of resources available online to make informed decisions. Students will also work through a series of tasks designed to support them through the options process, and will explore higher and further education.

- Students are encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness.
- Students should begin to think about GCSE options in terms of career pathways and plan their future within school. Students will use the LMI for all platform to identify potential subjects and pathways.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Pupils will take part in a series of workshops and assemblies provided by the NECOP group as part of Newcastle University. A small proportion of these pupils are offered the chance to receive one to one mentoring from undergraduates.
- **Employer Encounters: Careers Speed dating event, TICE, Uniformed Services Week, employer assemblies, apprenticeship assemblies**

Year 10

Careers Education Focus – Preparing me

Students begin to explore post 16 options and interview techniques and the application process.

- Students complete a work experience placement
- Students begin CV, application forms and cover letter writing
- Students are encouraged to think about the kind of behaviour potential employers look for.
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers. Connexions will also attend any meetings for EHCP pupils.
- Students work through tasks designed to help them understand financial issues.

- Students offered the opportunity to engage with the ASK apprenticeships team.
- Students are encouraged to consider their post 16 pathways and what the requirements of this pathway might be. A large focus is placed upon raising aspiration and achievement here.
- All students will visit a local University as part of our work around raising aspirations.
- **Employer encounters: Careers Fair, Medical Mavericks, Work experience, employer assemblies, apprenticeship assemblies and workshops**

Year 11

Careers Education Focus - Decision Time

Students are supported with post 16 choices and encouraged to consider all their options including further education and apprenticeships.

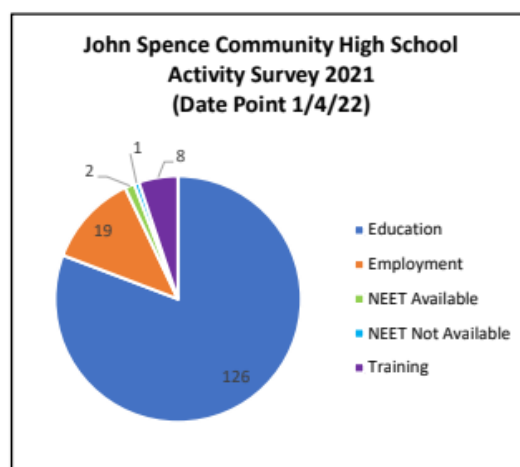
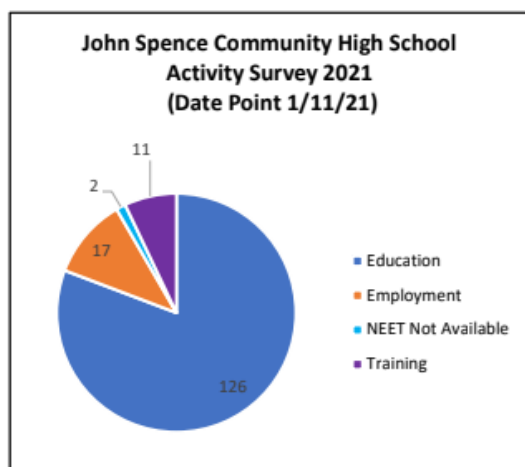
- Interview techniques further developed through mock interviews
- Students should use careers interviews to help understand different career pathways and entry requirements and be encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers through the Google Classroom platform
- Students have optional access to independent and impartial advisers via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers
- A large focus in different target groups with specific sessions from the ASK apprenticeship team, QA Sixth form and the DWandP
- **Employer encounters: Careers Fair, College Visits, mock job interview**

There are many other events taking place throughout the year. For more information on what is delivered when, see the Provision Map document.

Destinations Data



John Spence School Leavers 2021: Destinations Update



Post 16 Education Breakdown

	A Level Providers						
	QA	Newcastle Sixth	Burnside	Kings Priory	St Thomas Moore	Monkseaton	Whitley Bay
2022	8	15	1	4	2	0	0
2021	21	13	0	4	0	3	6
2020	19	3	0	1	0	1	4
2019	31	1	0	4	4	0	3

	Further Education						
	Newcastle College	Tynemet	Sunderland	Gateshead	Kirkley Hall	Harrogate Army	Park View
2022	59	42	1	3	5	1	2
2021	41	48	0	4	4	0	0
2020	49	36	0	2	7	0	0
2019	38	60	0	5	4	0	0

Accountability Measures

We are currently in the process of completing the Quality in Careers Standard and have completed Stage One.

Provider Access Policy 2023-24

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through a variety of methods including careers events, trips, open evenings and assemblies.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure: A provider wishing to request access should contact;

Mrs Kate Winder - Careers Lead
Telephone: 0191 296 1432
Email: kate.winder@johnspence.org.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

- Assemblies across KS3 and KS4 (available across 2023-24 on request)
- Fit for Life lessons and careers workshops
- Careers events including mock job interviews, careers speed dating and assemblies
- Curriculum talks within subject areas
- Year 10 Work experience in May
- For a comprehensive annual overview of the career programme for all year groups in 2023 -24 please visit our website; <https://www.johnspence.org.uk/about-us/opportunities/careers/>

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

- The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.
- Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

- Approved *September 2023* by Governors
- Next review: *September 2024*
- Signed:

A. Langman Chair of Governors
J. Heath Headteacher