



Careers Policy

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This policy aims to show how Quinton House School demonstrates its understanding of the career development needs of its pupils, how we intend to meet them, and how we will meet the appropriate statutory obligations.

- Careers education and guidance is an essential part of every pupil's curriculum. It is an integral part of the preparation for, and motivation of, pupils for the opportunities, responsibilities and experiences of life. Our main aim is to prepare pupils for the choices, changes and transitions affecting their future education, training, career and life as an adult member of society and to raise their achievement throughout. Quinton House School is committed to providing a range of Careers, Education Information And Guidance (CEIAG) activities for all students in Q9-Q13 , with reference to appropriate guidelines from the DfE.
- This policy has been developed in consultation with the Headteacher and Senior Leadership team (SLT) and links with other school policies.
- CEIAG is designed to meet the needs of pupils at QHS through progressive activities that are appropriate to pupils' stages of career learning, planning and development. To help pupils to assess themselves, appreciate the alternatives open to them, to motivate them to make the fullest use of available resources and enable them to make informed and considered decisions about themselves and their future work/training/education. To ease the pupils' transition from school into university, college, work training or the work environment. To identify the personal, social, study and life skills appropriate to school leavers seeking employment, either immediately or after a period of further education and to support and stress the value placed on the development of such qualities by the school and employers alike.
- In Q11 to Q13 pupils have the option of independent 'one to one' careers guidance session from professionally qualified careers advisers from Aim Higher (or other recognised and approved organisation), which will meet professional standards of practice and be impartial and confidential. In addition they have the option of the 'Morrisby Online' careers profiling tests. These options are chargeable.
- The Careers Coordinator co-ordinates the CEIAG programme and is supported by the Headteacher and Deputy Head (Seniors).
- All staff contribute to the CEIAG activities and their evaluation, through their roles as tutors and subject teachers.
- Careers information is available on the school VLE, and a meeting room is available for one to one meetings.
- The careers programme includes: motivational careers workshops (for Q9 to Q13); targeted industry-specific careers talks; use of 'Fast Tomato' for Q10 to Q13; options evenings for Q9; Sixth Form open evening for Q11; sessions on writing CVs, letters of application and mock interviews with local employers for Q11 to Q13; work-related learning activities and lessons in PSHEE ; use of 'Moving On' careers magazines by Q10 to Q13 ; and targeted work experience in Q10 and Q12.

- Through these activities the aim is for pupils to develop knowledge and understanding of the careers and training/education options and to develop 'employability' skills such as enquiry, research, communication, and participation, in addition to encouraging pupils to take responsibility for their own action plan (or 'next steps').
- PSHEE lessons are delivered by teaching staff and a system of monitoring exists to ensure consistency and improvement of delivery.
- CEIAG evaluation takes place annually in line with the QHS School Improvement Plan.

In addition the school runs the following careers-related education activities:

1. **PSHEE sessions for Q7 to Q13**, containing elements of careers guidance, delivered by form tutors (there are several units on the PSHEE curriculum that cover aspects of careers – refer to the PSHEE scheme of works for more info).
2. **Advice on GCSEs and A-levels** (mainly delivered at Options Evenings and via informal conversations between teachers and pupils).
3. **Support and advice for 6th form from the 6th form tutors (and guest speakers) re university applications, apprenticeships and sponsored degrees** e.g. UCAS personal statements, courses, finance, Skills Show Trip.
4. **Q10 and Q12 Work Experience week in the summer term** (pupils chose an employment sector they are interested in and spend a week out of school gaining work experience).
5. **A programme of Careers talks** given by outside speakers, which form part of the assembly provision for the Senior School.