



**St John's**  
School Billericay

# **Careers Education Policy**

Date: September 2023  
Those Responsible: Mrs J Hampton – Head of Careers

To be reviewed: Annually

### **Mission Statement**

Careers education and guidance is a vital part of the educational experience at St John's School. The school aims to deliver accurate, up-to-date, and impartial careers guidance through a range of processes designed to enable individuals to make informed choices and transitions related to their personal, educational and career development. The choices will be based on a broad range of education and careers options and will help pupils to fulfil their potential.

At St John's, we feel it is important to provide help and advice when pupils are choosing their GCSE and post-16 courses. We feel that a good careers education will enable pupils to know themselves, their strengths, weaknesses, and interests related to the world of work.

This policy runs concurrently to the PSHE Scheme of Work and the Curriculum Policy.

### **Aims and Objectives**

- Careers guidance must be presented in an impartial way. This is defined as showing no bias or favouritism towards a particular education or work option.
- To prevent all forms of stereotyping in the advice and guidance they provide to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.
- To facilitate the transition of students to courses of study, employment and training at the ages of 16 years.
- To provide relevant and accessible information to all students on the full range of opportunities open to them and to foster an understanding of where such choices may lead.
- To provide a programme of study and experiences from Upper 3 onward within the curriculum which will enable all students to develop and practice the skills of planning, self-appraisal, decision-making, self-presentation and transition managements.
- To enable all students to make reasoned, informed and appropriate career choices.
- To encourage an attitude of self-worth and the development of personal awareness so that students may reach their highest expectations. Pupils should be supported in getting to know their strengths, weaknesses and interests and how these may relate to the world of work.
- To gain an understanding of the world of work and the many careers that are possible. Pupils are encouraged to organise work experience following their GCSE exams.

## **OBJECTIVES**

- To provide an accurate and up-to-date careers resources and careers information service for students.
- To enhance student's self-awareness and awareness of educational and careers opportunities through impartial guidance and careers education.
- To support students in the development of their education and career plans.
- To encourage staff, helping to embed appropriate careers education throughout the school curriculum.
- To provide equality of opportunity and access to all students.
- To keep up-to-date with educational pathways and employment trends to ensure that advice is informed and realistic.

## **BROAD GUIDELINES**

- A programme of study will be delivered as part of the curriculum.
- There is a designated careers resource area in the school for the students to access.
- Events and activities (e.g. Careers Workshops etc) will be arranged and, where appropriate, will include the involvement of parents, volunteers and other outside agencies.
- Links will be developed and maintained between the school, local colleges and school sixth forms.

## **ENTITLEMENT**

Students/Parents are entitled to the following:

- Dedicated persons in the school to give impartial careers advice or guidance. This person will treat and respect all students as individuals ensuring that no bias is shown towards any particular type of education or work option. They will ensure students have access to professional or expert impartial guidance when they need it.
- Access to up-to-date information during school hours. This information must be user friendly and impartial. It should enable students to make informed decisions based on the information (or research suggested) and should cover a broad range of Careers options. Consideration should be given to the student's potential and efforts should be made to ensure that pupils are given every chance to reach their full potential when career planning.
- To learn about different careers and opportunities.
- To obtain individual guidance.
- To have some work experience
- To gain information about training, education and occupations beyond school.
- It must be within an equal opportunities framework. (Please refer to the school's Equal Opportunity Policy). Care is taken to ensure that no forms of stereotyping is present in the advice and guidance that is provided in order to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.
- A planned programme will be delivered as part of the P.S.H.E curriculum and through visiting speakers, work experience etc.
- Access to an independent Careers Adviser if students need advice and support.
- The entitlement covers all students regardless of their abilities (please refer to the school's Equality, Inclusion and Disability Policy).
- Parents should be informed of the Careers Education Programme and invited to any interviews.

## **MONITORING, EVALUATION AND REVIEW**

This policy will be monitored and evaluated by the SMT.

Formal monitoring will be carried out through:

- Careers guidance interviews.
- Continuous monitoring of usage through meetings and regular review.
- Evaluation based on the Gatsby Benchmarks

## **How are the aims and objectives delivered?**

### **UPPER 3/LOWER 4**

PSHE Programme of Study

- Exploring the world of work – identifying different employment sectors, including areas of industry as well as public, private and voluntary sectors.
- Analysing the current job market and discussing future prospects.
- Throughout the PSHE lessons and during their time at the school, we hope that pupils will identify their interests, talents and areas for development through a process of personal reflection. This will help them to prepare for the decisions that they have to make in the forthcoming years.

### **UPPER 4**

PSHE Programme of Study

- Investigating different types of work – giving pupils the opportunity to think about their personal qualities, abilities and aspirations, and how these will help them choose a suitable education and career pathway.
- Assessing progress and achievements to set targets.

### Options (GCSE)

- Advice will be given by subject teachers to inform pupils of what their subject entails. This will take place in lessons and will be presented in the Upper 4 Options booklet.
- Form tutor to give pupils the opportunity to discuss their options
- Access to careers database Morrisby - to assist with choosing options
- Create a profile of their option choices.

## **LOWER 5**

### PSHE Programme of Study

- Revaluating skills and job families to consider suitable career choices.
- Preparing for work experience
- Exploring how to finance and set up a business.

### Options (Post 16)

- Access to careers database Morrisby – to identify post-16 options and career pathways.
- Career choice mock interviews
- CV and application workshop
- Exploring post-16 options

## **UPPER 5**

Provision will vary depending on the needs of individual pupils, however in general, the following will be provided as a minimum.

- Post-16 talk with information on open days
- Reminders, providing updates of open events for post-16 education
- Provision of prospectuses and advice leaflets
- Advice on applications to college and work
- Interview techniques (mock interview feedback)
- Independent Careers Interview for students about post-16 choices. (Parents invited to accompany their son/daughter). An action plan is written and sent home.
- Contact details for National Careers Service provided.