

THE SYDNEY RUSSELL SCHOOL



Careers, Education, Information, Advice and Guidance Policy (CEIAG)



Careers, Education, Information, Advice and Guidance Policy

Aims

- To contribute to the whole school aim to raise aspiration and widen horizons
- To promote equal opportunities and to challenge stereotypes and the closed mind-set
- To identify and address overt and hidden barriers to students' progression and personal development
- To enable students to overcome such barriers
- To ensure that the programme is an integral part of the academic and wider curriculum
- To ensure that students receive appropriate information and guidance, especially at decision and transition points

C.E.I.A.G. Specific Aims

The programme is designed to raise students' self-esteem; offer them a wide range of opportunities and enable them to leave school feeling optimistic about their future. In particular it is designed to:

- enable all students to develop the skills they need to take responsibility for their personal and career development
- develop their knowledge and understanding of the changing nature of education and work
- extend their understanding of opportunities in education and work
- make good use of information and guidance
- develop and use their ability to make choices
- develop and use the skills they need to review achievements, plan future action, make decisions, present themselves well and cope with change and transition.

Commitment

Governors and staff are committed to:

- providing a planned programme of activities to which all students are entitled and will have access
- ensuring that every student has access to appropriate education, training or work
- ensuring that, when leaving The Sydney Russell School, every student enters further or higher education, training or employment
- ensuring that we have no NEETS
- keeping parents and carers informed about the various pathways available to their children.

Leadership

The Director of Careers Education, Information, Advice and Guidance, leads the programme, oversees its delivery and liaises with outside agencies. They also arrange Work Experience placements and interviews with the Careers Advisor as well as oversees the alumni network. The Aim Higher Co-ordinator, leads the programme for 16+ students.

Delivery

Careers Education, Information and Guidance is delivered in a variety of ways, as appropriate to particular groups and individual students. At KS3 it is part of the Civics Programme of Study. At KS4 and KS5 it is delivered through a series of "Drop Down" days and group sessions for targeted students and groups. All students in Year 11 are given an individual interview with an independent Careers Advisor. This advisor also

attends all SEN annual review meetings. LAC are also offered an interview in Year 10 as well as 11. There are also CEIAG elements in the Pastoral Programme which is delivered through assemblies and during tutor periods. There is a Careers Section in the Library, where students can access up-to-date information during breaks and after school. All tutor rooms and classrooms have 32 computers and students may be directed to relevant programmes.

Guidance

In addition to the formal programme, form tutors and classroom teachers are well placed to offer students guidance. They should be aware of the need to be role models. Members of staff, teaching and non-teaching, should, when approached by students, respond with appropriate guidance and support. All guidance should be impartial, appropriate to students' particular needs and based on the principle of equality.

Monitoring, review and evaluation

Like other Middle Leaders, the CEIAG Coordinator generates an annual Personal Development Improvement Plan (P.D.I.P.), early in the Autumn Term of every academic year. This reviews and evaluates the success of the previous year's programme and identifies priorities and training needs for the forthcoming year.

Outcomes

By the end of KS2, students will have:

- have covered a tailored made careers programme to engage their interest
- an understanding of their characteristics and interests,
- receive appropriate advice and guidance to prepare them for making informed decisions.

By the end of KS3, students will have:

- a better understanding of their characteristics, abilities, interests, potential, weaknesses and limitations
- used the Careers Library or Careers materials to research information about courses at KS4
- receive appropriate advice and guidance to enable them to make those choices.
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By the end of KS4, students will have:

- developed skills necessary for them to make a success of Further Education or training or to improve their employability
- used a range of resources, including the Careers Library, to inform their choice regarding employment, training or Higher Education
- received appropriate information, advice, guidance and support to enable them to make informed choices about the pathway to employment, training or Higher Education
- identified and planned for an appropriate pathway
- made a back-up plan in case results are better or worse than predicted.

By the end of KS5, students will have:

- developed the skills necessary for them to make a success of training or Higher Education or employment
- completed some relevant Work Experience; voluntary work or personal development programme
- identified and planned the next stage of their pathway
- made a back-up plan in case results are better or worse than predicted.

