



WILLIAM ELLIS SCHOOL

Policy for Careers Education, Information, Advice & Guidance and Work Related Learning

DOCUMENT CONTROL

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Mission, Vision and Rationale

William Ellis is a distinctive, dynamic and diverse school where there is a strong sense of pride and belonging in the school community. Our vision is to create an environment built on success, self-discovery, developing leadership, passion for learning and acquiring effective skills for life. We are concerned with the development of the whole person: intellectually, physically, emotionally, socially and spiritually. We emphasise the dignity of the individual and promote respect for others.

Our purpose is to develop in our students the knowledge, skills and qualities, strengthening their character and resolve, so that they are well qualified and prepared for their future success and wellbeing.

- ▣ We believe in developing students' powers of reason and critical thinking skills;
- ▣ We aim to develop high standards of personal conduct which secures the future happiness and wellbeing of the individual and their community; and
- ▣ We provide a curriculum well matched to the individual which develops their knowledge, skills, attributes and character so that they are ready to meet the demands of their future.

We are a school where students:

- ▣ Have ambition, work hard and make excellent progress
- ▣ Believe that by applying themselves they can get better
- ▣ Are involved in their own learning and help drive school decisions
- ▣ Feel supported, welcomed and respected for their individuality
- ▣ Know their rights and responsibilities and are prepared to be responsible, global citizens in a democratic society
- ▣ Possess an informed understanding of the world of work and how wealth is created with an awareness of ethical behaviour, respect for the environment and social justice
- ▣ Cultivate creative skills and an appreciation of art, music, drama and design
- ▣ Develop an interest in the wider world and other cultures
- ▣ Have pride in their school and have high expectations for themselves and their peers.

Links to School Development Plan

William Ellis School has a firm commitment to Careers Education, Independent Advice and Guidance (CEIAG) and Work Related Learning (WRL) in the belief that it supports our school mission in the following ways:

- By raising aspirations and enabling social mobility
- By empowering young people to plan and manage their own futures
- By supporting young people to achieve personal and economic wellbeing throughout their lives
- By enabling young people to achieve their full personal and professional potential
- By providing accurate information and expertise in how to use it
- By promoting all pathways equally, and equipping students to understand which pathways are right for them as unique individuals
- By promoting diversity and equality for all
- By helping young people to become employable, and ready for the opportunities, responsibilities and experiences of adult life.

Commitment

William Ellis School is committed to providing our students with an excellent programme of careers education, information, advice and guidance (CEIAG) and work-related learning (WRL) for all students in years 7–13.

William Ellis School adheres to the Statutory Guidance for Governing Bodies, School Leaders and School Staff January 2018, which in turn refers to Sections 42A1, 42B and 45A of the Education Act 1997 and Section 72 of the Education and Skills Act 2008.

This policy is in line with the Ofsted Inspection Framework.

William Ellis is also committed to providing independent, impartial face to face Careers advice from a Matrix-accredited provider, and other external sources.

William Ellis endeavours to follow best practice guidance from the Careers profession, specifically, but not limited to

the overarching principles of the Gatsby benchmarks, the Baker clause and the holistic guidelines for pupil and student outcomes provided by the Career Development Institute Framework.

William Ellis is currently working towards a Quality in Careers Standards (QICS) award.

William Ellis School commits to maintaining all 8 Gatsby benchmarks.

Equality and Diversity

Careers education is provided to all students and provision will be made to allow **all** students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of unhelpful stereotypes.

We adhere to the spirit and principles of the Equality Act 2010. All students are provided with the same opportunities, diversity is celebrated and diverse role models are sought from the working world.

However, we recognise that in some cases equality of opportunity cannot be achieved without 'levelling the playing field' for our more disadvantaged pupils and students. We prioritise those students in receipt of the Pupil Premium, and we particularly identify and support those whose future economic and personal wellbeing may be affected by becoming NEET (Not in Education, Employment or Training).

Roles, Responsibility and accountability

It is the responsibility of the Headteacher to ensure that this policy is implemented and that adequate provision is made within the school budget for the provision of CEIAG & WRL.

Core Careers Team

- Governor for Careers: Carlton Hood
- Senior Leader with oversight of Careers: Lisa Smith
- Careers Leader: Horace Parry
- Work Experience Coordinator: Horace Parry
- Careers Advisors: Diana Lane, Anne-Marie Robins
Higher Education Advisor: Madeleine Landreth
- External contacts: Work experience providers, employers, brokerage, HE, FE, apprenticeships

It is the responsibility of the Governors to review and approve the policy and hold the Headteacher to account for its implementation.

It is the responsibility of the Senior Leader to oversee the management of CEIAG & WRL, ensuring that correct procedures are followed, and that students, parents and professionals involved understand the school's role and the strategies that will be implemented.

It is the responsibility of the Careers Lead to assure the quality of provision of the CEIAG & WRL programme and ensure the delivery of this so that all groups of students receive the offer.

School staff

William Ellis confidently expects that all school staff will contribute towards CEIAG. Although this list is not exhaustive, these could include:

- Pastoral staff, who regularly assist with the delivery of Careers sessions, or ensure that students attend Careers interviews or receive messages.
- Curriculum staff, who draw out links to different careers, pathways and workplace skills in their own subjects.
- Administrative staff, who ensure that opportunities are publicised to their year groups, or who assist with newsletter articles or room bookings.
- Site staff, who support Careers by ensuring that all events go to plan from a logistical point of view.

External partnerships

- Camden Connexions, a Matrix-registered provider of IAG, will ensure that fully-qualified Careers Advisors provide Independent Advice and Guidance via a Service Level Agreement.
- The sixth form Higher Education Advisor provides CDI registered Independent Advice and Guidance.
- The educational charity Inspire sometimes works with us to provide work experience for students in KS4 and KS5.
- The London Borough of Camden provide employer brokerage.
- Richard Reeve's Foundation has provided 2-year funding for a Careers Administrator, as well as support

It is the responsibility of students to engage in the CEIAG & WRL programme and raise any concerns they have about this provision to an appropriate adult. Parental involvement is encouraged.

Careers Provision

Details of the planned careers provision for Years 7-13 can be found in the CEIAG Provider Access Policy.