

*St. John Baptist Church in Wales  
High School*



CAREERS WORK  
RELATED EDUCATION

Signed by Chair of Governors on behalf of the Governing Body.....

Signed by Headteacher.....

Date: September 2019



*St. John Baptist Church in Wales High School*



## **CAREERS EDUCATION AND GUIDANCE POLICY** **AND WORK RELATED EDUCATION POLICY**

### **BACKGROUND & ETHOS**

All pupils have an equal entitlement to a high quality Careers and Education Guidance Programme that provides them with an understanding of the world of work, helps them explore career options and supports them in making decisions on the opportunities open to them. The ethos of St John Baptist Church in Wales High School strives to meet the needs of it's pupils by providing an environment in which they can fulfil their full potential spiritually, morally, socially, intellectually, emotionally and physically by maintaining and appraising it's organisation and curriculum.

The foundation of the ethos of the school is its commitment to care and justice through the Christian faith.

### **THE AIMS OF THE CEG/WRE PROGRAMME**

We aim to develop and enhance the various skills needed to meet the demands of life in the modern world of work, these include:

- a) Self-awareness and development
- b) Career opportunities
- c) Career planning

These aims will help to promote the following five strands in pupils' development:

<b>SELF</b>	knowledge of self (self-awareness and self-assessment).
<b>ROLES</b>	position and expectations in relation to family, community and Employment
<b>WORK</b>	application of productive effort, including paid employment and unpaid work in the home and in the community
<b>CAREER</b>	sequence of roles undertaken through working life and personal success, rewards and the satisfaction and enjoyment it brings
<b>TRANSITION</b>	development of qualities and skills which enable pupils to adjust to and cope with change e.g. self-reliance, adaptability, flexibility, decision-making and problem solving.

## **Principles**

Our WRE programme must:

- Link effectively with the Welsh Assembly Work Related Education Programme (WRE) and maximise student learning.
- Provide impartial and current information through a strong partnership with Careers Wales, Community Groups and Educational Institutions.
- Challenge stereotyping and encourage pupils to widen their career ideas. Pupils learn how to recognise and deal with prejudice, stereotyping and discrimination.
- Reflect the true nature of the changing pattern of the world of work and local labour market opportunities.

## **Delivery and Content**

### **KEY STAGE 3**

PSE lessons in years 7-9 encompass careers education, work related education, relationships and sex education, alcohol and drugs awareness, personal rights, responsibilities and the consequences of certain decisions and community partnership. Equal Opportunities is an underpinning principle throughout this programme of work. Careers Wales have a huge impact on our school community, our Careers Advisor regularly work with pupils to ensure they reach their full potential.

1. Careers is covered explicitly in the Year 8 'My Future' topic and in the Year 9 during 'Welcome to the Real World' topic.
2. Year 9 access the START (<https://www.startprofile.com/>) website during the first term to support them when taking their options. This website provides takes pupils through activities to improve their careers skill set, helping them make more informed decisions about future study and careers options in good time.
3. We incorporate 'drop down days' where pupils meet with employers from various sectors of employment. These have been done in recent years for Year 9 These days included employers from Cwm Taf Healthboard, Penderyn Distillery, Trivallis, The Royal Navy, RCT Council and many others.
4. The Careers Advisor provides guidance for pupils who are flagged up by Learning Managers and SLT, as well as delivers assemblies and options talks.
5. The Careers Wales Careers advisor is available to speak to parents are Year 9 parent's evening.
6. All KS3 pupils take part in the school 'Careers Week'. During careers week pupils engage with one careers based lesson in each subject, emphasising the importance of school subjects in life beyond education.

### **KEY STAGE 4**

1. The Careers Advisor holds workshops during Welsh Bacc lessons.
2. The Careers Advisor holds one – to – one interviews with pupils in KS4.
3. ASDAN COPE is introduced as part of the alternative curriculum, pupils regularly achieve Level 1 & 2.

4. Pupils in year 10 take part in mock job application and interviews, using the knowledge and expertise of real employers. Employers who help carry out interviews include Cwm Taf Health Board, Job Centre Plus, Newydd Housing, Doopoll, Cardiff Motorpoint Arena to name but a few.
5. During the summer term year 10 complete a week of Work Experience.
6. Pupils receive an interview with a member of senior leadership to discuss future aspirations and post 16 destinations. Pupils are referred to a Careers Advisor if needed.
7. We incorporate 'drop down days' where pupils meet with employers from various sectors of employment. These have been done in recent years for Year 10. These days included employers from Cwm Taf Healthboard, Penderyn Distillery, Trivallis, The Royal Navy, RCT Council and many others.
8. The Careers Advisor is present at parent's evenings.
9. Year 10 take part in the school 'Careers Week'.

### **WORK EXPERIENCE**

The school Work Experience Placement coordinator (LI) prepares pupils to choose their placements. The Work Experience Coordinator will issue placement details at least two weeks prior to the start of work experience (WRE).

Pupils are visited on placement by senior school staff as well as the Work Experience Coordinator.

### **SIXTH FORM**

1. A sixth form careers fair is organised to run over an afternoon for pupils to speak to the various educators/ employers and trainers. This includes representatives from local universities. Talks throughout the event are scheduled from employers of various sectors, including universities on topics such as Student Funding, Pathways into Construction, Apprenticeships etc.
2. Pupils can self-refer for a careers interview.
3. A series of Educational visits are offered to pupils, including visits to UCAS events and external employers.
4. Throughout the year hour long talks are organised with external speakers from various career pathways.
5. Pupils are offered the opportunity to take part in The Mullany Fund E-mentoring scheme, whereby they are matched with mentors who can advise on university applications, work experience and volunteering opportunities, provide tips on interview technique etc.
6. The Careers Advisor attends school on Results day to provide advice and support.

**PARTNERSHIPS**

- There are very strong links between the school, Careers Wales and RCT Education, Employment and Training team.
- Other examples include local and national employers such as RCT council and BAM construction, Educational institutions such as Cardiff University and Swansea University.
- The school Careers Advisor attends Parents’ Evenings for pupils in Years 9 – 13, and leaflets are also provided by Careers Wales to parents.
- All parents can receive individual appointments with the relevant members of school staff or Careers Advisor, regarding any concerns they may have.
- Parental contribution to the World of Work is an invaluable asset and a resource that is continually utilized and developed to the full, this has been evident with parents and carers offering to take on pupils during Work Experience, help with mock interviews and run stalls representing their companies at Careers Fairs.

**MONITORING EVALUATION AND DEVELOPMENT**

- Current evaluation for pupils is questionnaire based, but school is provided with focus group reports/library evaluations from Careers Wales.
- Whole School and Department Audits are carried out.
- The Partnership Agreement between the school and Careers Wales is evaluated termly by a senior manager of Careers Wales and re-negotiated where appropriate.

**Future Developments**

St John the Baptist are currently involved with The Gatsby Project, and have been since January 2019, which looks to improve and embed Careers Provision across the school. This commitment to improvement and development of our Careers Education could see changes and alterations to this policy regularly over the coming school years, as we aim to increase the awareness and importance of Careers Education across the curriculum.

Signed by chair of governors on behalf of the governing body:

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Signed by Headteacher: .....

Date: January 2019