



MUNTHAM HOUSE SCHOOL

**CAREERS AND
EMPLOYABILITY
POLICY**

Careers and Employability Policy

In line with the Education Act 2011, Muntham House School provides students with a full and accredited careers information, advice and guidance program from year 8. This enables students to have access to independent and impartial careers guidance. Preparation for Adulthood outcomes are at the core of the programme, promoting the students' development in all four areas – Employment, Independent Living, Community Inclusion and Health and Well-being. Students are supported to make well-informed and realistic decisions as they make the transition to adulthood.

All students from year 8 onwards participate in Careers lessons in which they learn about the world of work, explore their skills and qualities, and receive careers advice and guidance from qualified professionals to help them make their post-16 choices. All lessons will incorporate the Gatsby Benchmarks.

Careers and employability lessons are part of the school's teaching curriculum from year 8. In addition, students participate in local and national careers events, work experience, employer and training provider visits, meaningful experiences, further and higher education visits/events. All staff are expected to contribute to the career education and guidance program through their roles as tutors and subject teachers.

Through the learning and skills gained in Careers lessons, students are fully prepared for their transition from Muntham to their local area and know how and where to seek advice and support. Muntham staff also maintain contact with our students for three years after they have left our facility, and offer ongoing advice as needed until they are settled in further education, employment or training.

Commitment

Muntham House School is committed to providing a planned programme of careers education, information and guidance for all students in years 8 – 14.

Development

This policy was developed and is reviewed annually through discussions with teaching staff; students, parents, governors, advisory staff and other external partners including a level 7 Careers advisor.

Links with other policies

This Careers policy is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, enterprise and work-related learning, equal opportunities, health and safety, and special needs.

The careers policy also caters for cross-curricular learning and activities with all the main teaching subjects in Muntham House School. Prominent subjects include English, Math's, Art, PE, Science and Food Tech.

Objectives

The careers programme is designed to meet the needs of students at Muntham House School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning, and development.

Students are entitled to a careers education and guidance that is impartial and confidential. It is to be integrated into their experience of the whole curriculum and is based on a partnership with students and their parents or carers. The programme promotes equality of opportunity, inclusion and anti-racism.

The Careers program aims to ensure that all students have a place of work, further education or an apprenticeship in place to transition to.

It also aims to make sure students have a place to live and know their new local area. Students will be tracked for a minimum of three years and given support / help if needed.

Intent

By the end of Key Stage 4, students will:

- Understand that there are different career pathways
- Be able to identify a realistic career goal.
- Be able to identify skills and qualities appropriate to a chosen career.
- Be able to use a careers interview to help decide the next steps.
- Be able to identify factors that help people get jobs.
- Develop an understanding of potential barriers to accessing and maintaining employment and identify sources of support to help overcome them.
- Have a basic understanding of workplace health and safety requirements, and to carry out tasks safely.
- Prepare for, carry out, and review workplace learning.
- Be able to make work-related decisions about their future.
- Have a successful transition to further education, training, or employment.

Entitlement (Provider Access)

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the legal obligations under Section 42B of the Education Act 1997.

All students in years 7 – 13/14 are entitled to:

- Learn about technical education qualifications and apprenticeships. This is part of a careers program which gives information on the full range of education and training options available at each transition point.
- Hear from local providers about opportunities they offer, including apprenticeships, through GCSE options choices events, assemblies, group discussions and visits, as well as organisations coming to the school.
- Understand how to make applications for college, university, apprenticeships and part / full time working positions by telephone, e-mail and post.
- Participation in curriculum days and visits from providers integrated into the careers program gives students access to various providers.
- Work with local providers from ALL sectors (when invited) into school to work with students, and for students to have the opportunity to visit further education/ apprenticeship/ work environments.

Through the implementation of the curriculum, students will obtain the understanding and knowledge needed for planning the next stage of education or career that they want.

Management

The careers teacher (Mr. S. Hellyer) is responsible for coordinating the careers programme. The coordinator works closely with LSAs (Laura Du vergier and Amy Hesketh-Carthy) and is responsible to the Assistant Head 14-19 (D Shambrook) and Head of Education (Mr. A Barnes). Work Experience is planned and implemented by S Hellyer, L Du vergier and A Hesketh-Carthy who also deliver planned careers lessons for 50 minutes per week to each class group.

Resources

Funding is allocated during annual budget planning. Funding for developments in the school's improvement plan is considered in the context of whole school priorities. Funding for work experience and careers activities is provided.

Monitoring, review and evaluation

Careers lessons are monitored by the Head of Education (A Barnes). Lessons are formally observed. Additionally, staff complete triad observations to improve practice. Schemes of work are planned by the teaching group. The programme is reviewed annually by the Careers teacher, Head of Education and Partnership Manager using the Gatsby Benchmarks and Investors in Careers quality standards to identify required improvements.