

NORTH NORFOLK ACADEMY TRUST

Careers Education Information, Advice and Guidance Policy (CEIAG)

May 2019



North Norfolk
Academy Trust



Purpose and Background

To outline how the North Norfolk Academy Trust meets the statutory guidelines published in January 2018; <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools> across the two high schools in its care; i.e. Stalham High School, which caters for students aged 11-16 and Sheringham High School, which caters for students aged 11-18.

Careers Education Information, Advice and Guidance are essential parts of every student's curriculum. They are an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life. The North Norfolk Academy Trust (NNAT) aims to prepare students for the choices, changes and transitions affecting their future education, training and lives as working adult members of society. This information has become increasingly important as young people are required to participate in education or training until the end of the academic year in which they turn 17 from 2013 and to their 18th birthday from 2015.

The Trust recognises its statutory duties and is committed to providing a planned progressive programme of activities to help students choose 13-19 pathways that are right for them. Activities are differentiated and personalised to ensure progression and to strengthen students' motivation, aspirations and attainment at school. The programme is also designed to challenge stereotyping and to promote equality and diversity of opportunity.

Roles and Responsibilities

Governors

Statutory duties

1. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).
2. The governing body must ensure that the independent careers guidance provided:
 - is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
 - includes information on the range of education or training options, including apprenticeships and technical education routes;
 - is guidance that the person giving it considers will promote the best interests of the students to whom it is given.
3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all students in year 8 to year 13 for the purpose of informing them about approved technical education qualifications

The Directors of the Trust have appointed Gill Pegg as the Named Governor to liaise with the Deputy Headteacher for Student Support and Guidance who works across the two High Schools (Jayne Melhuish) to monitor the application of this policy.

The governing body will review outcomes of the policy and update it as appropriate.

Deputy Headteacher Student Support and Guidance

The Deputy Headteacher for Student Support & Guidance will:

- liaise with the Headteacher and the named governor to explore the role of Careers Lead as outlined in the statutory guidance and its implications for Trust Schools
- oversee the information about CEAIG for the website
- meet regularly with and oversee the work of the Trust's Personal Advisors (Tash Drury, Carly Cooper and Emma Durand)
- work closely with the Personal Advisors to implement recommendations as set out in the statutory guidance, published in January 2018; this includes ensuring that Trust Schools are working towards implementing the Gatsby Benchmarks.
- work closely with the Personal Advisors and the Enterprise Co-ordinator in order to ensure Trust schools are meeting statutory requirements; to engage fully with all opportunities offered by the New Anglia Enterprise Adviser Network and ensure the best outcomes for our students.
- liaise with Heads of Philosophy and Ethics across the Trust and ensure relevant CEAIG is incorporated into SOW's at appropriate times of the year for students in each key stage;
- work closely with the personal advisors to analyse data highlighting those students at risk of NEET and support them to take appropriate action with those students
- ensure that all students in Years 8-13 are aware of their entitlement to one to one careers guidance and encourage all of them to take up this entitlement;
- liaise with providers of further education and ensure there are opportunities for students to receive unbiased information about future destinations both in school and in other institutions;
- support the Personal Advisors to organise visits to HE institutions for year 11
- liaise with the Head of Sixth Form (Sheringham High School) to ensure appropriate impartial guidance is available
- liaise with the Head of Sixth Form to ensure that visits to HE institutions are organised
- review the implementation of the policy and suggest changes to the Headteacher.

The Personal Advisors (Tash Drury, Carly Cooper and Emma Durand)

The Trust's Personal Advisor will:

- work together to ensure there is a co-ordinated approach to CEAIG across the Trust
- advise the Deputy Headteacher Student Support and Guidance on new developments statutory or otherwise;
- work closely with the Enterprise Co-ordinator in order to ensure Trust schools are meeting statutory requirements and engage fully with all opportunities offered by the New Anglia Enterprise Adviser Network thus ensuring the best outcomes for our students.
- use the Compass audit tool to evaluate how the Trust manages careers education in line with the Gatsby Benchmarks and make adjustments as appropriate
- attend training relevant to the post
- attend Careers and WRL network meetings as directed by the Deputy Headteacher ;

- liaise with the Deputy Headteacher and Heads of Subject so that CEAIG can be incorporated into Schemes of Work;
- work closely with the Deputy Headteacher Student Support and Guidance and the Local Authority to identify students at risk of becoming NEET and provide appropriate support to these students
- provide face to face impartial guidance for students in Years 9- 13 at an appropriate level;
- ensure that all students in Key Stage 4 are given individual advice at least twice during the key stage;
- liaise with the SENDco / EHCP co-ordinators to support those students who have EHCP's to make a successful transition into Key Stage 5
- keep written records of meetings with students and advise the Deputy Headteacher of any concerns that may arise;
- support the Deputy Headteacher in the management of Guidance events for students across the Key Stages
- engage with and advise parents/carers as required at Parents' Evenings or on an individual level;
- attend Results' Days and advise as appropriate;
- co-ordinate the registration of students at Key Stage 4 on to the Help You Choose website and oversee students' applications to sixth form colleges;
- manage students who undertake Work Experience and the complete the necessary paperwork;

Heads of Philosophy and Ethics

The Heads of Philosophy and Ethics will:

- liaise with the Deputy Headteacher / Assistant Headteacher /(Student Support and Guidance) and the Schools' Personal Advisors as appropriate to ensure that CEAIG is part of the SOW's and delivered at an appropriate level;
- provide opportunities for students to use a variety of resources such as Kudos, the National Careers Service Website and the Help You Choose website in order that the information acquired is impartial.