



Mark Rutherford School

Careers Policy

Author: Careers Lead (Kath Unwin)
Reviewed by Governors curriculum and Standards Group
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AIMS:

Provide impartial advice and guidance to all students so that they have the skills, knowledge and values needed to manage their lifelong learning and careers development; that they are aware of their strengths and weaknesses both academically and vocationally; they can take responsibility for their own decisions now and in the future, and make a positive contribution towards society.

MEANS:

- Students are treated without prejudice and have an entitlement to Careers Education and Guidance, regardless of race, gender, religion or belief, ability, disability, social background or sexual orientation.
- Students have equal access to accurate, up-to-date and impartial information free from bias and stereotyping.
- Student's personal aspirations are the most important factor in any activity and should be treated with respect.
- Careers guidance is an integral part of the whole guidance programme.
- Careers Education and Guidance underpins and runs through the whole school curriculum.

PERSONNEL

The Careers Lead will have responsibility for:

1. Organising, resourcing monitoring and evaluating the CEG programme across the school;
2. Liaising with the Careers Advisor, HOYs, SENCO and tutors to arrange Careers interviews and group work;
3. Keeping SLT and Governors aware of current guidelines;
4. Managing the Careers Library; keeping resources (including online/software resources) up to date and accessible;
5. Promote opportunities, vacancies, training through displays, website and other suitable means;
6. Arrange talks/visits or other events such as workshops, Career days/evenings both in school and outside school where appropriate, and;
7. Keeping up-to-date with current developments by attending training sessions and/or taking qualifications, and by giving training sessions to staff delivering the programme.

The Careers Lead will work closely with the PSHE coordinator, the Curriculum Lead, Pastoral Team, and the Heads of Departments to ensure the CEG programme is successfully embedded into the curriculum. In 2022 we will be appointing Careers Champions representing each department to support the Careers Lead. The Careers Lead currently reports to the Head teacher as her line manager.

(See also Appendix)

Careers Advisor:

The School employs a qualified Careers Advisor through Bedford Borough Council to provide independent and impartial advice to the students. This position is managed by the Borough, with day-to-day line management by the Careers Lead.

The Careers Advisor is based in school one day a week, and arrangements can be made for 1:1 interviews with her. Group work is also offered to specific groups such as; Gifted and Talented, Certificate of Personal Effectiveness (CoPE), and/or Apprenticeships.

Students can be referred by Tutors, Heads of Year and they can of course self-refer. We work closely with the Pastoral team. We do prioritize Year 11 and targeted students, but anyone with a need can have an interview arranged, usually the same week.

PARTNERSHIPS:

The school works closely with the following bodies:

- STEM ambassadors
- Careers and Enterprise Company
- SEMLEP
- Enthuse Partnership
- Bedford Borough Council
- Local Colleges, Bedford and Shuttleworth
- Local Universities of Bedfordshire and Northampton and further afield
- Apprenticeships and other training providers
- Armed Services – Army, RAF and Royal Navy
- Parents and carers
- Governors

THE CEG PROGRAMME:

How delivered:

1. The CEG programme is delivered mainly through the PSHE programme which is delivered by the teachers, each year group having approximately 6 lessons at a specific block in the school year in tutor time.
2. Additional time off timetable/assemblies/focus weeks are arranged as necessary throughout the year, focusing on a specific year group – for example during the Option process for year 9, Post 16 options with year 11 and Higher Ed week with year 12.

Monitoring, Evaluation and Development Planning:

The Careers Education and Guidance policy and programme will be regularly monitored and evaluated through a variety of techniques such as pupil and staff feedback questionnaires and/or observations to ensure as far as possible:

- Relevance to student needs;
- Links with other school development;
- Effective response to change;
- Part of the PSHE curriculum;

BUDGET:

The school has a budget set aside for the purchase of licences for software and databases specific to Careers Education and to enable regular updating of the careers library with current directories and guidance books

CAREERS LIBRARY:

This is located in the Space 4 Learning and is accessible when open. It contains directories, booklets, and guidance books on all aspects of careers from choosing options, work experience, jobs, decisions, choices, and taking a gap year, through to University choices. It is managed and updated by the Librarian/Careers Lead. All the resources are available for either using in the Space 4 Learning or to borrow.

EVENTS:

The School aims to provide students with the knowledge and resources to make decisions about their future, and with this in mind organises regular opportunities for students and parents to meet careers professionals such as; Careers Evenings, Parents Evenings, Sixth Form Careers Days; and talks and

workshops from other professional organisations or businesses, as well as other opportunities such as apprenticeship sessions with local training providers. Where appropriate the school will also organize trips out to workplaces, universities, career fairs, open days and other events.

OPPORTUNITIES:

Vacancies, training opportunities, open days, and apprenticeships will be displayed within school on notice boards; through the school website and Virtual Learning Platforms; and to the tutor groups via the Daily Notices.

TRAINING:

The Careers Lead attends network meetings and speakers with Careers Leads from other local schools, both informally and through the SEMLEP training programme.

The Careers Lead is working closely with the staff CPD to ensure staff have updated knowledge on career developments.

WORK EXPERIENCE:

Mark Rutherford School supports any student, should they have the opportunity, of going out on work experience outside of term time. We offer an opportunity for year 8s to go to their parent's place of work for the day. Another way into work, which will also give valuable experience, is becoming a volunteer. If any student is interested in volunteering we encourage them to contact local volunteer agencies.

BUSINESS PARTNERSHIP:

Mark Rutherford School has set up a Business Partnership with local organisations and businesses; this has provided students and staff with vital links to industry, with opportunities for work experience, mentoring, advice and networking, as well as other projects. The Partnership has a series of events throughout the year in the form of Business Breakfasts and other events, and is coordinated by the Careers Lead.

Appendix 1

Statement of responsibility:

EVERY PUPIL AT MARK RUTHERFORD IS ENTITLED TO IMPARTIAL INFORMATION, GUIDANCE AND ADVICE ABOUT CAREERS

WHO CAN HELP?

Tutor, Subject teacher, Heads of Year, Careers Advisor (Mrs. Cooper), Careers Lead (Mrs. Unwin)

WHERE?

Careers library, in the Space 4 Learning has lots of information for you to read or borrow, and you can make an appointment to see the advisor here.

Appendix 2 - Personnel

Personnel	Staff Member	Responsibilities
Careers Lead	Mrs Unwin	Organising, resourcing, monitoring and evaluating the CEG programme across the school. Liaise with the Careers Advisor, HOYs, SEN and tutors to arrange Careers interviews and group work, and with SLT and Governors to keep them aware of current guidelines. Careers Library; keep resources up to date; promote opportunities, vacancies, training through displays, website. Arrange talks/visits, where appropriate
Careers Advisor	Mrs Cooper	Impartial careers advisor, qualified to Level 6. Works 1:1 with students from all year groups, plus intensive and group work where appropriate.

PSHE Coordinator	Mrs Bye-Gannon	Facilitating CEG within the PSHE programme; Liaising with the Careers Lead for days off timetable, careers events.
Deputy Head with responsibility for Curriculum	Mrs Spencer	14-19 curriculum
Heads of Years	Mr Taylor (7) Ms Silvestri (8) Ms Bradley (9) Mr Snowdon (10) Mr Boyde (11)	Advising careers personnel of vulnerable students, prioritising careers interviews and interventions. Referring students to Careers Advisor and Business Mentors.
Sixth Form	Mr Nicholls (12) Mr Uddin (13)	Referring students to careers advisor. Supporting Careers personnel in delivery of CEG. References for college/university/employment
Careers Champions (representing careers in their department)	Miss Palmiero, History Ms Pateman, Science Mr Sharpe, Geography Ms Lamprecht, D&T Mr Mataire, ICT Vacant: English Maths MFL Music	Support the Careers Lead with integrating careers into the school curriculum (GBM 4) and promoting careers within their subject
Tutors	Tutors	Referring students to careers advisor. Advice on subject choices. Keeping students informed of vacancies, training courses, careers talks and visits. Support with UCAS process/Apprenticeships/Job route (Sixth Form tutors). References for college/university/employment