

## Introduction

The Careers Education Policy at Beatrice Tate School has been developed to incorporate the aims of the school and recent initiatives in careers education. The planned programme of study helps our students to understand their interests, strengths and weaknesses in relation to the world of work and lifelong education. Students also learn about different careers and opportunities for training and volunteering.

## Aims

The focus of Careers Education is to equip students with the knowledge and understanding, skills and attitudes to best prepare them for the next phase of their lives and beyond. The Careers programme at Beatrice Tate School aims to meet the needs of all students at this school and is differentiated in terms of outcomes, resources and learning styles to ensure that it is appropriate to students' stages of career learning and development.

## Links with other Policies

This policy is supported by the school's Curriculum Statement, Assessment, Recording and Reporting Policy, Health and Safety Policy, PSHE and Well-being Policy, SEN Policy and Single Equality Policy.

## Roles & Responsibilities

The Careers Education programme is managed by the Careers Education Team which consists of the Careers Lead (the Work Related Learning Subject Lead), the KS5 lead (the Upper School Assistant Headteacher) and the Deputy Headteacher.

The team works closely with LBTH SEND services: including the Tower Hamlets Careers Service Lead Carers Advisor (SEN); the Senior Curriculum Advisors at New City College (Hackney and Poplar) and the Lead Physiotherapist/Deputy Manager Transitions Team Community Learning Disability Service. The team also has close links with Tower Project JET programme. Additionally, all staff contribute in some way to the careers education programme through their varied roles as tutors, subject teachers or members of the support staff team.

## Curriculum

The Careers Lead manages the careers education programme as part of the Work Related Learning and Economic Education curriculum and is directly responsible to the Headteacher and the governors of the school.

Careers Education and Guidance comprises five components:

1. Careers education within the curriculum
2. Participating in work-related activities and recording of achievements
3. Work experience
4. Access to individual guidance and support
5. Access to careers and post-school information

The programme includes:

- Careers education delivered within timetabled Work Related Learning lessons
- Careers guidance (individual planning and interviews, information and research activities) action planning and recording of achievements
- College visits including, New City College (Hackney and Poplar campuses)
- Work placements and volunteering

- Visits from and to Post 19 providers

## Work Experience

Work Experience is an important part of the educational entitlement at Beatrice Tate School. All pupils at Beatrice Tate School are given the opportunity to have an experience of work, provided internally or externally. The practice of work experience is planned and monitored by the Careers Education Team. It is designed in such a way to take full account of the needs of the pupils and to give pupils an insight into the world of work.

Work Experience preparation and follow-up (including health and safety) responsibility takes place in tutor groups, Work Related Learning/Careers Education sessions and other appropriate parts of the curriculum.

When students return from work experience, the outcomes are discussed and evaluated by staff and pupils. A member of the Careers Education Team monitors all pupils and reports back to the Team. Additionally, the work experience providers evaluate the placement and feedback to the work experience coordinator and pupils.

## Monitoring, Review and Evaluation

Evaluations take place after career-related events to assess the career outcomes achieved. Careers related activities are assessed, recorded and reported as part of the school's ARR system. Assessment takes place through verbal feedback/assessment, photographic and video observation, written evaluations and student and employer feedback. The Gatsby Benchmark Compass Tool (<https://compass.careersandenterprise.co.uk/info>) provides the opportunity to review and evaluate the whole Careers Education, Information, Advice and Guidance (EIAG) programme.

## Partnerships

Partnerships have been firmly established with the SEN Team at London Borough of Tower Hamlets and local providers who facilitate supported work experience placements. Other links have been developed with Post 19 provision and New City College (Poplar and Hackney Campuses) for transition link sessions.

## Resources

Funding for careers education is allocated in the Work Related Learning and Careers Education budget in the context of whole school priorities.

## Staff Development

Staff training needs are identified on an ongoing basis, funded from the Continuing Professional Development budget.

## Parents/Carers

Parents and carers play an integral part in students' understanding of career and post-school provision choices. Parents attend a range of career and transition events including parents' evenings, transition planning, work experience and EHC Plan reviews.

## Review Date:

This policy was developed and is being reviewed annually through discussions with staff; students, parents, governors and other stakeholders.