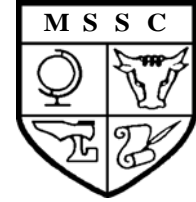


MOULTON SCHOOL CAREERS EDUCATION INFORMATION AND GUIDANCE POLICY



1. Title
Moulton school.
Careers Education Information and Guidance Policy. (CEIAG)
2. Introduction
This policy aims to show how Moulton School demonstrates its understanding of the career development needs of its students, How it intends to meet them, and how it will meet its statutory obligations.
 - Rationale
Careers education and guidance is an essential part of every pupil's curriculum. It is an integral part of the preparation for, and motivation of, pupils for the opportunities, responsibilities and experiences of life. Our central concern is to prepare pupils for the choices, changes and transitions affecting their future education, training, career and life as an adult member of society and to raise their achievement throughout.
 - Commitment
Moulton School is committed to providing a planned programme of CEIAG for all students in Years 7-13 in partnership with the local Connexions Service, Aim Higher and EBLO.
Moulton School endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003) and other relevant guidance from the DfES and QCA
 - Development
This policy has been developed in consultation with the Governors, Headteacher, the Leadership Team, Guidance Board, Aim Higher , EBLO and Connexions.
 - Links with other policies
It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.
3. Objectives
CEIAG is designed to meet the needs of students at Moulton School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
 - Students' needs
To help pupils to assess themselves, appreciate the alternatives open to them, to motivate them to make the fullest use of available resources and enable them to make informed and considered decisions about themselves and their future work/training/education. To ease the pupils' transition from school into the college, work training or the work environment.
To identify the personal, social, study and life skills appropriate to school leavers seeking employment, either immediately or after a period of further education and to support and stress the value placed on the development of such qualities by the school and employers alike.

- Entitlement Students are entitled to CEIAG that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.
- 4. Implementation**
- The Assistant Headteacher co-ordinates the CEIAG programme and is supported by the Assistant Guidance Tutor and Citizenship co-ordinator.
- Management
 - Roles and responsibilities
 - Assistant Head Student Guidance –Debbie Macintosh – DLM
 - PSHE – Debbie Macintosh - DLM
 - Connexions manager – Debbie Macintosh - DLM
 - Guidance Manager – Debbie Macintosh – DLM
 - Deputy Head Student Guidance – Alistair Day - AD
 - Deputy Head Assessment and curriculum -Assessment manager – Chris May - CEM
 - ROA / Progress File – Lynne Southam - LES
 - Citizenship Coordinator – Emma Fraser - EEF
 - WRL coordinator – Helen Nelson - HCN
 - SEN – Peter Crotty – PC
 - G and T coordinator – Matthew Pinder - MIP
 - Link Governor Anne Jeffrey
 - Connexions PA – Selina Carr
 - Staffing
 - All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by Assistant Headteacher, Assistant Guidance Tutor and Citizenship co-ordinator. This is done in consultation with the Connexions personal adviser who provides specialist careers guidance.
 - Careers information is available in the Connexions Resource Centre which is maintained by Connexions. Administrative support is available to the Assistant Headteacher, Assistant Guidance Tutor, Citizenship Co-ordinator and Connexions.
 - Curriculum
 - Careers lessons are part of the school's PSE programme.
 - The careers programme includes:
 - Careers education lessons
 - Career guidance activities including, B-Live, B-Live assemblies, motivational careers workshops in Year 9, careers morning for year 9, Year, job shops delivered by Connexions, Connexions PSE lessons in Year 11, targeted careers talks, Connexions lunch time drop in, Options evenings for Year 9, Sixth form open evening for Year 11.
 - Work-related learning activities and lessons in PSE.
 - Work experience preparation and follow up activities take place in assemblies and PSE.
 - One weeks' work experience in Year 11.
 - Individual learning activities incorporating, planning, target setting and review and recording of achievement.
 - Students are actively involved in the planning and evaluation of activities.

- **Assessment and accreditation** The learning programme is planned using learning outcomes based on the National Non – Statutory Framework
 Citizenship is assessed in line with the 3 strands of the subject:
 - Developing knowledge and understanding
 - Developing skills of enquiry and communication
 - Developing skills of participation and responsible action

Each pupil will receive a Citizenship profile amongst their profiles for other subjects. The citizenship profiles for year 9 and 11 will also indicate whether the pupil is working below, in line with or exceeding the end of key stage level description.
 Citizenship is taught primarily as part of PSHE but also through individual subject areas. Assessment of Citizenship in individual subject areas will contribute to the pupils' Citizenship profile.

- **Partnerships** An annual Partnership Agreement is negotiated between the school and Connexions which identifies the contributions to the programme that each will make. Annual planning meetings with Aim Higher ensure that targeted and relevant contributions can be made in line with identified priorities.
- **Resources** Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Assistant Headteacher is responsible for the effective deployment of resources. Sources of external funding are actively sought and partnerships with and support from external agencies such as Aim Higher assist in the budgeting process.
 The Connexions Access Point houses the Careers Resources.
- **Staff development** Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service and in annual performance reviews and in conjunction with the Director Of Studies. The school will endeavour to meet training needs within a reasonable period of time.
- **Monitoring, review and evaluation** The Partnership Agreement with Connexions is reviewed annually. The CEIAG programme is also reviewed annually by the Assistant Headteacher, Assistant Guidance Tutor, Citizenship Co-ordinator and the personal adviser.
 Guidance evaluation takes place annually in line with SSE policy and informs Guidance and School Development Plans.
 This evaluation feeds directly in to the SEF.

5. Approvals

Signatures:

- Headteacher.....
- Chair of Governors
- Date of approval by Governors. February 2008
- Date of next review 2010.