



## NORTH NORFOLK ACADEMY TRUST

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# Careers Education Information, Advice and Guidance Policy (CEIAG)

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Approved: July 2016  
Review: Every two years  
Next Review: July 2018  
Owner: Jayne Melhuish  
Lead: Jayne Melhuish  
Date sent to Joint Consultative Committee (if applicable): N/A

## **Purpose and Background**

To outline how the North Norfolk Academy Trust is meeting the requirement to provide independent careers advice as set out in Section 29 of the Education Act 2011 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 guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. It should also include information on all options available in respect of 16-18 education or training including apprenticeships and other work-based education and training options.

From September 2012 there has been no expectation on local authorities to provide a universal careers service. The statutory responsibility under section 68 of the Education and Skills Act 2008 requiring local authorities to encourage, enable and assist the participation of young people in education or training remains unchanged.

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 18<sup>th</sup> birthday from 2015.

The Trust recognises its statutory duties and is committed to providing a planned progressive programme of activities to help students choose 14-19 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**

The directors of the trust has 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 Assistant Headteacher at Stalham High School and the 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;
- meet regularly with and oversee the work of the Trust's Personal Advisors (Tash Drury and Angela Martin)
- meet with the Local Authority's Guidance Advisor at least once a year to identify the at risk of NEET cohort and refer to the local authority service.

- ensure that all students in Years 9-13 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 and Angela Martin)**

The School's Personal Advisor will:

- work together to ensure there is a joined up approach to CEAIG across the Trust
- advise the Deputy Headteacher Student Support and Guidance on new developments statutory or otherwise;
- attend training relevant to the post
- attend Careers and WRL network meetings as directed by the Deputy Headteacher ;
- liaise with the Heads of Philosophy and Ethics so that CEAIG can be incorporated into the SOW;
- meet with the Local Authority's Guidance Advisor and help to identify those students at risk of becoming NEET's;
- 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;
- keep written records of meetings with students and advise the Deputy Headteacher of any concerns that may arise;
- support the Deputy Headteacher (Sheringham) and Assistant Headteacher (Stalham) in the management of Guidance events such as Move on Up for Year 10 students and other university visits;
- 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;

## Guidance Advisor (Local Authority)

### The Guidance Advisor:

Delivery in schools will focus on the at risk NEET cohort and could feature any combination of:

- Direct one to one work with at risk NEET students as identified by the schools including guidance interventions. This will predominantly take place in the spring and summer terms.
- Group work including brokering of students' access to the Post 16 opportunity landscape and entry to the labour market. This will predominantly take place in the spring and summer terms.
- Consultancy to the schools on approaches to identification of, interventions and support for the at risk NEET group and on specialist Post 16 pathways for learners with LDD.
- Assist the schools to identify other Children's Services professionals or wider agencies who can support their students.

Delivery will be undertaken by either the guidance adviser or young person's adviser depending on the needs and activities identified. It is not expected that in the main, guidance advisers or young person's advisers will support students with individual applications to Post 16 opportunities. Such support may be provided as part of summer holiday activity work once the young people leave their setting and their plans change or fall through.

### 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.