

## Hurworth House School



The Hurworth Way is unique, we strive to develop moral **character** and purpose, **coach** for endless possibilities and **creatively** inspire to learn.

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

### **Hurworth House School**

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<b>Procedure for</b>	<b>Information &amp; Guidance</b>		
<b>Associated Priory policy</b>		<b>Number</b>	HHS035
<b>Associated Regulation/Standards</b>		<b>Number</b>	V5
<b>Unit</b>	Hurworth House School	<b>Signature (Author)</b>	Claire Blackett/ Richard Juillerat/ Marie Cook
<b>Issue date</b>	Sep 25	<b>Review date</b>	Sep 26

## **Statement of intent**

The policy is underpinned by sections 42A and 45A of the Education Act 1997 and has regard to the DfE's, 2018 statutory guidance for governing bodies, leaders and school staff.

The main aims of careers provision at Hurworth House is to help all students fulfill their potential and experience success through an educational environment, which responds to individual need and stimulates and challenges each and every student. The processes of informing, advising and guiding students is accorded a high priority and seen as crucial in preparing students to make decisions regarding the opportunities and challenges of adult and working life.

In the delivery of Careers Education and Guidance, all learners are of equal worth. It is important to encourage and motivate learners from all backgrounds, whatever their social, economic and cultural differences, to attain their place in society. Hurworth House will deliver information, advice and guidance that actively challenges stereotypes and raises aspirations.

## **Local and National Context**

Hurworth House School is fully committed to ensuring all statutory duties are fulfilled with regards to CEIAG, ensuring all registered students are provided with independent and impartial careers guidance.

Hurworth House will endeavor to meet its commitments under:

- 2011 Education Act  
<http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>
- 2017 National Careers strategy: Making the most of everyone's talents and subsequent Statutory Guidance  
<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>
- Careers guidance and access for education and training providers  
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>
- Destinations data: Good practice guide for schools October 2018  
<https://www.gov.uk/government/publications/how-to-use-destinations-data>

It will promote opportunities offered by local post-16 providers impartially and allow access to young people in line with the Provider Access Policy.

Hurworth house will ensure all requirements are fulfilled through achieving the eight Gatsby Benchmarks.

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with Further and Higher Education
8. Personal Guidance

### **Key roles and responsibilities**

The Governing Body has overall responsibility for the implementation of the Careers Policy. All members of the School Senior Leadership Team and School Governance Team play an active role in ensuring CEIAG is embedded throughout the curriculum.

**Richard Juillerat – Operations Manager/Careers Lead**

**Claire Blackett – Head Teacher**

**Victoria Skilbeck – Business Manager**

**Danielle Mullen – Deputy Head**

**Richard Juillerat – Assistant Head Teacher**

**Marie Cook – Assistant Head Teacher**

As Head Teacher Claire Blackett champions the delivery of CEIAG throughout the School. Careers Lead Richard Juillerat/ Marie Cook are responsible for day to day implementation and management.

## **Objectives**

### **To raise aspirations and achievement throughout Hurworth House School**

Hurworth House will do this by working with all students in the School from year 5 to year 13. CEIAG will be embedded within the School curriculum and ethos. All staff within the School will take an active role in delivery. All young people will have access to high quality independent advice delivered by a level 6 qualified Careers Advisor. All young people will gain experience of workplaces through employer encounters and work experience. CEIAG activities will be recorded and evaluated and young people will take ownership over this. Hurworth House School ensure young people have access to a comprehensive Career Library where they can access up to date information.

### **To challenge stereotypes and promote equality of opportunity.**

Hurworth House School will do this by working with every young person to identify career and employment paths that are tailored to meet individual needs. We will focus on what an individual can do rather than any limitations. Hurworth House will work with a range of employers throughout industry sectors and impress upon all partners the benefits of working with and employing young people with SEND.

### **To encourage a thirst for further learning**

Hurworth House will do this by working closely with Further Education, Sixth Form, Higher Education and Training Providers. All young people will engage in visits, taster sessions and advisory sessions at a range of institutions. Interactions will take place at an appropriate time in a young person's educational journey and will take into account an individual's diagnosis and any sensory needs. This will enable young people to make fully informed decisions about their pathways when they progress from Hurworth House.

### **To encourage a desire for paid employment**

Hurworth House will do this by working with employees throughout industry sectors. Young people will learn about the labour market, salaries for different jobs and the skills and qualifications needed to gain employment in their identified areas of interest. Hurworth House School will prepare young people for the world of work by delivering employability skills including interview techniques, CV building, independent travel training and money management skills. All young people will have access to work experience at an appropriate time in their education journey.

### **To foster a sense of community and altruism**

Hurworth House will do this by young people volunteering to work with the local community on projects to improve the local environment and the wellbeing of

community residents. Hurworth House will work with charities including Dogs Trust, MIND and Barnados to build character in young people and instill in them the benefits of being a valued member of society.

### To meet the needs of every student

CEIAG delivery in Hurworth House School will be differentiated and tailored to an individuals needs. A young persons diagnosis, past experiences, risk assessment, sensory needs and behavior support plan will all be considered when CEIAG is being delivered in or out of Hurworth House School. All young people will be encouraged to make ambitious yet realistic choices about their future pathways. Hurworth House School expects and supports every young person to fulfil their potential.

### Student Entitlement

All Students studying at Hurworth House will be assisted to:

- Explore and understand likes, dislikes, skills and qualities and how these can transfer to a career pathway.
- Find out about different courses available upon progression from Hurworth House and what qualifications are needed to access these courses.
- Explore alternative courses and pathways if entry requirements are not met for chosen course.
- Develop skills needed for working life.
- Record CEIAG activities
- Access high quality information, advice and guidance from a range of sources.
- Make aspirational choices about career pathways.
- Develop employability skills including CV building and interview techniques.
- Access visits and taster sessions at a range of education and training providers.

All CEIAG is underpinned by the following values:

- Impartiality
- Confidentiality
- Ownership by the student
- Equality of opportunity
- Transparency
- Accessibility

GDPR requirements are adhered to at all times.

## **Staffing and curriculum**

All Hurworth House staff contribute to CEIAG programme through their roles.

CEIAG is embedded into curriculum and is monitored through lesson observations and work scrutiny.

CEIAG is appropriately resourced in all curriculum areas and delivery is always impartial. All staff are aware of Gatsby Benchmarks and that CEIAG requires a whole School focus in order to be successful.

Hurworth House works in partnership with Young Enterprise to deliver accredited courses that will prepare young people for the world of work.

## **Staff development**

Senior leadership team and Career Lead(s) are responsible for the dissemination of key information and updates with regards to CEIAG. External training will be sourced when necessary. Resources are available to staff upon request.

## **Partnerships**

Hurworth House works closely with local universities, post-16 providers, employers, charitable foundations and training providers to ensure an impartial careers education is provided. The following partners support young people on their journey into further education, training or employment.

- Darlington College
- Middlesbrough College
- Stockton Riverside College
- New College Durham
- East Durham College
- Bishop Auckland College
- Prior Pursglove College
- Askham Bryan College
- Northern School of Art
- Gateshead College
- Learning Curve
- NETA
- Durham Police
- Barnados
- Dogs Trust
- Middlesbrough Football Club

- Mustard Tree
- Teesside University
- Durham University
- Sunderland University
- Armed Forces Careers
- Education Development Trust
- Durham Constabulary Partnership
- Tees Valley Combined Authority
- Tees Valley Learning Provider Network
- Hurworth on Tees Parish Council

### **Employer Engagement Procedure/ Business links**

As part of the careers programme, a procedure for employer engagement has been established into curriculum areas. Local and national employers are encouraged to work with Hurworth House School to the benefit of themselves, the young people we educate and compliance with Gatsby Benchmarks. Employers can support Hurworth House by offering work experience placements, workplace visits, employer talks in School, apprenticeship opportunities, supported internships and attendance at career fair.

Employers are encouraged to contact Hurworth House School to discuss partnership work.

Richard Juillerat [RichardJuillerat@AsprisCS.co.uk](mailto:RichardJuillerat@AsprisCS.co.uk) and or Marie Cook Marie-Louise Cook [Marie-LouiseCook@aspriscs.co.uk](mailto:Marie-LouiseCook@aspriscs.co.uk)  
01325 729080

### **Parents and Carers**

Hurworth House School is committed to working closely with Parents and Carers so they can support, encourage and advise young people to make informed choices about their future pathways. Hurworth House will do this by providing information for Parents and Carers in the form of Newsletters, School website, EHCP reviews, providing links to sources of information, parents evening and one to one meetings with Career lead on request. Parents and Carers will be kept up to date on any Further or Higher Education visits, work experience, taster sessions and employment or training opportunities. Parental interactions will be informal, relaxed and take into account any needs Parents and Carers may have.

Parents and Carers are encouraged to contact School to discuss CEIAG.  
Richard Juillerat <[RichardJuillerat@AsprisCS.co.uk](mailto:RichardJuillerat@AsprisCS.co.uk)> and or Marie Cook Marie-Louise Cook [Marie-LouiseCook@aspriscs.co.uk](mailto:Marie-LouiseCook@aspriscs.co.uk)

01325 729080

Useful links for Parents and Carers

Financial

[www.Gov.uk/student-finance](http://www.Gov.uk/student-finance)  
[www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

Apprenticeships

[www.getingofar.gov.uk](http://www.getingofar.gov.uk)  
[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

Careers information

[www.careersbox.co.uk](http://www.careersbox.co.uk)  
[www.icould.com](http://www.icould.com)  
[www.teesvalleycareers.com](http://www.teesvalleycareers.com)

Local FE and 6<sup>th</sup> Form Providers

[www.darlington.ac.uk](http://www.darlington.ac.uk)  
[www.mbro.ac.uk](http://www.mbro.ac.uk)  
[www.hartlepool.ac.uk](http://www.hartlepool.ac.uk)  
[www.stockton.ac.uk](http://www.stockton.ac.uk)  
[www.leedscitycollege.ac.uk](http://www.leedscitycollege.ac.uk)  
[www.eastdurham.ac.uk](http://www.eastdurham.ac.uk)  
[www.ncl-col.ac.uk](http://www.ncl-col.ac.uk)  
[www.gateshead.ac.uk](http://www.gateshead.ac.uk)  
[www.bacoll.ac.uk](http://www.bacoll.ac.uk)  
[www.qeliz.ac.uk](http://www.qeliz.ac.uk)  
[www.hartlepoolsixth.ac.uk](http://www.hartlepoolsixth.ac.uk)  
[www.cleveland.ac.uk](http://www.cleveland.ac.uk)  
[www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk)

Higher Education Providers

[www.tees.ac.uk](http://www.tees.ac.uk)  
[www.sunderland.ac.uk](http://www.sunderland.ac.uk)  
[www.ncl.ac.uk](http://www.ncl.ac.uk)  
[www.northumberland.ac.uk](http://www.northumberland.ac.uk)  
[www.york.ac.uk](http://www.york.ac.uk)  
[www.dur.ac.uk](http://www.dur.ac.uk)

Voluntary work and self employment

[www.do-it.org](http://www.do-it.org)  
[www.princes-trust.org.uk](http://www.princes-trust.org.uk)  
[www.vinspired.com](http://www.vinspired.com)

### **Monitoring and review**

Hurworth House School carries out regular audit of Gatsby Benchmarks using Careers and Enterprise Company Compass Tool. This informs our Careers

programme and School development plan.

This policy is reviewed annually by Hurworth House senior leadership team.

**Terms of reference**

CEIAG – Careers education, information, advice and guidance.

EHCP – Education Health and Care Plan

GDPR – General Data Protection Regulation

**Covid Response**

Hurworth House School recognizes the impact Covid has on CEIAG activities.

We will work in innovative and creative ways to ensure young people still have access to all of the advice, guidance and activities that will prepare them for accessing the next stage of their journeys.