



NEWMARKET ACADEMY

## Careers Education and Guidance Policy

<b>Policy Title</b>	<b>Careers Education and Guidance Policy</b>
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## **NEWMARKET ACADEMY IS WORKING TOWARDS THE 8 GATSBY BENCHMARKS**

The eight Gatsby Benchmarks were originally developed through a study of schools and colleges in six places – Finland, Germany, Hong Kong, Ireland, The Netherlands and Canada – where career guidance is known to be good.

This study, together with a literature review, a survey of English state schools and a costing exercise, resulted in a set of benchmarks identifying the different dimensions of good career guidance. The Benchmarks booklet can be found [here](#).

### **1 INTRODUCTION**

#### **1.1 Rationale for CEIAG**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 9-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance.

#### **1.2 Commitment**

Newmarket Academy is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance (IAG).

Newmarket Academy endeavours to follow the Gatsby Framework for Careers and Work-Related Education (CDI, 2014) and other relevant guidance from the DfES, QCA, CASCAID and Ofsted.

#### **1.3 Development**

This policy was developed and will be reviewed biennially through discussions with teaching staff, students, parents, governors, advisory staff and other external partners (e.g. Aim Higher, education-business partnership).

#### **1.4 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, PSHE, SMSC and Britishness, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

### **2 OBJECTIVES**

The overall aim of careers education and IAG is to enable all students to make and implement well informed and realistic decisions and successfully manage change and transition.

## **2.1 Students' Needs**

The careers programme is designed to meet the needs of students at Newmarket Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

## **2.2 Entitlement**

Students are entitled to careers education and guidance 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.

## **2.3 Equality of Opportunity**

The programme will promote equality of opportunity and inclusion. The entitlement is publicised and shared with students and parents via the school dedicated careers webpage  
The programme will actively promote equality.

## **2.4 Raising Aspirations**

Newmarket Academy aims to raise aspirations and promote inclusion for all, by challenging stereotypical views, & provided a menu of: opportunities for educational visits, careers fairs, labour market opportunities and information, university & HE links, aspirational speakers and apprenticeship opportunities.

# **3 IMPLEMENTATION**

## **3.1 Management**

An Assistant Principal is responsible for the co-ordination of the careers programme. This area is supported by a link governor. Work experience is planned and implemented by the Work Experience Co-ordinator who works with a designated member of the Senior Leadership Team, the addition of a Level 6 trained Careers Advisor (currently training) will form the Careers Team.

## **3.2 Staffing**

All staff contribute to careers education and guidance through their roles as tutors (a Careers Calendar runs alongside the Meeting Time Calendar), mentors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers Co-ordinator. Careers information is available in the Careers Resource Centre which is maintained by the Careers Team.

## **3.3 Curriculum**

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including two weeks work experience) and individual learning planning/portfolio activities. Careers lessons are part of the Academy's Personal Development programme. Many activities take place on Extension Days when the normal timetable is collapsed. Other focused events, e.g. a Careers and Higher Education Fair are provided from time to time. Work experience preparation and follow-up take place in tutor periods and other appropriate parts of the curriculum.

### **3.4 Assessment and Accreditation**

Career learning is assessed using outcomes based on the Gatsby Framework and assessment for learning techniques. The most recent assessment rated the Careers Provision as Amber.

### **3.5 Partnerships**

Newmarket Academy works in partnership with the Unity Schools Partnership Trust to develop careers education, advice and guidance. The Academy also works with local employers and the Education Business Partnership. A significant partnership has been developed with Godolphin as part of the NAGBP.

### **3.6 Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIG area. The Careers Co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

### **3.7 Staff Development**

All staff need to be able to offer careers advice and guidance as part of their mentoring role and therefore there is a need for a regular CPD session dedicated to careers advice and guidance.

### **3.8 Monitoring, Review and Evaluation**

The careers education, advice and guidance programme are monitored by the Careers Team responsible for the co-ordination of the careers programme. The CEIAG programme is evaluated and reviewed termly, using the Gatsby Benchmarking Tool, and annually with SLT and the CEIAG school specialist. Students evaluate and provide feedback via evaluation forms completed.