



TEENAGE KICKS

• ENGAGEMENT • PROGRESS • OUTCOMES

Careers Policy

Date of last review:	September 2024
Review Cycle:	Annually
Date of this review:	September 2025
Date of next review:	August 2026
Comments:	No changes
Shared with Curriculum, Standards & Behaviour Committee	Reviewed internally
Head teacher's signature	

Overall Aims and Objectives

Careers Education, Information, Advice and Guidance (CEIAG) at Teenage Kicks aims to encourage pupils to consider a wide range of options and opportunities and ultimately to access courses and jobs which suit their needs, talents, skills and qualities.

Within this, they will:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- Make the best use of information, advice and guidance (IAG) and their networks of support, both independently and with guidance.
- Develop essential career skills including resilience, adaptability, enterprise, employability and intrapersonal.
- Manage transitions in their lives such as the change from school to college or work. ● Raise their aspirations, broaden their horizons and counter stereotyped thinking about what they and others can do in our society.

Commitment

The Proprietor, Headteacher, Senior Leadership Team and staff are committed to:

- Meeting our statutory careers-related responsibilities around the Gatsby Benchmarks and the Investor in Careers principles of good practice in CEIAG.
- Providing resources and advice to enable pupils to understand and develop career choices, including securing independent and impartial careers guidance for Years 7-11.
- Ensuring that careers education is seen as a key part of the overall curriculum and learning framework for all years, with a planned programme of CEIAG activities that meet pupils needs.
- Ensuring that careers advice provided is both independent and impartial, and is offered equally to all students regardless of gender, ethnicity or disability.
- Involving pupils, staff, parents and carers in the further development of careers work.
- Working with a range of external partners and organisations, including providers of careers advice and guidance, local education-business partnerships and former students, and especially collaborating with local and national employers to provide meaningful experiences for pupils.

Management of CEIAG

The overall management of CEIAG is the responsibility of the School Careers Leader, in conjunction with other member of the school's Senior Leadership Team. The Careers Leader is responsible for evaluating the CEIAG offer using the Gatsby Benchmark. The school Careers Advisor assigned to the School from Positive Steps also works closely with the Careers Leader.

Careers Guidance & Information for Pupils

The school encourages the development of employability skills in various aspects of school life. In other curriculum lessons, for instance, or in specific activities such as enterprise events, mock business interviews and CV preparation (Preparation for working life). These skills include meeting deadlines, meeting high expectations of attendance and punctuality, adhering to a dress code, experience of a typical working day, flexibility, thinking skills, the ability to work independently and as a team and using a wide range of different communication skills. Pupils are provided with opportunities to reflect on how these skills would be relevant to the world of work.

Careers guidance is provided in partnership with an accredited careers guidance provider and includes individual and group activities. The School Careers Advisor provides a weekly surgery drop-in for pupils from any age group to pop in with any careers related questions

The school has links with external providers who support the school in providing a variety of activities (e.g. work experiences) to meet the needs of each pupil.

Provider Access

This part of the policy statement sets out the school's arrangements for managing the access of technical education and apprenticeship providers to pupils in our school. It details how we share information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in years 7-11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- To understand how to make applications for a full range of academic and technical courses.

A provider of technical education and/or apprenticeships wishing to request access should contact the school's Careers Leader.

There are several opportunities in the school careers programme which would potentially offer providers a chance to contact pupils and/or their parents.

These could include:

- School Careers Inset events (summer term) ■
Assemblies (organised a term in advance).
- After school or lunchtime group sessions to which pupils are invited.

The school calendar for events

The school calendar varies from year to year, so providers need to contact the member of staff named below to identify the most suitable opportunity. Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding and Child Protection Policy accessible on the school website. The school can make, a classroom or a private meeting room available for discussions between the provider and pupils, as appropriate to the activity, or other forms of electronic communication. The school can also make available additional visits and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the School Careers Leader.

Monitoring, Evaluation and Review

The CEIAG provision is monitored regularly and amended after an annual review. Pupil's opinions are actively sought via the Pupil Voice and responses are collated and fed back to teachers concerned. Pupil evaluations are also carried out after individual and group careers guidance sessions.

A self-evaluation using the Gatsby Benchmarks and improvement plan is produced annually considering all the above.

Gatsby Benchmark	Careers at Teenage Kicks will provide the following opportunities to meet this benchmark
A stable careers programme	Y10-11 PSHE units for NCFE / jigsaw qualifications.
Learning from career and labour market information	Y7-9 to attend challenge horizon events - annually Y7-Y11 Links to enterprise mentor
Assessing the needs of each pupil.	Y10 — Careers for the Future Skills that employers need Y7-Y11 have careers interview termly to identify specific needs. Whole school compass review of provision
Linking curriculum learning to careers	Y7-9 Inspirational Careers Ideas Apprenticeships Exiting job roles Introduction to appropriate web site focussed on careers planning. Y7-11 PSHCSE curriculum fused with elements of working life and life skills Y10-11 to fulfil preparation for working life qualifications

Encounters with employers and employees	Apprenticeships, Traineeships & Study Programme Safe working practices How to get help Transition support Y10-11 to attend work experience Y7-Y11 School programme to timetabled works visits/work experience and mentoring sessions
Personal guidance	Y10-II pupils have opportunity to attend weekly careers surgery meeting in school eve Tuesday
Experiences of work places	Y11 attend work experience placement and work visits
Encounters with further and higher education	Y11 pupils to attend college open days and taster sessions with colleges. Y11 College life Levels, entry requirements and pathways Making applications What skills and achievements have been achieved?

Useful Websites

Teenage Kicks is proud to work in partnership with Positive Steps and Growth

www.positive-steps.org.uk

www.growth.co.uk

Further independent career advice, information and resources can be sourced on line using the following websites:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

www.gov.uk/further-education-skills/apprenticeships

Careers Advice Websites

Use the links below to research different careers qualifications, skills and experience needed.

Careers in the NHS — <https://www.stepintothens.nhs.uk/>

Careers in the Police — <http://www.policecouldyou.co.uk/police-officer/>

Careers in the RAF - <https://www.raf.mod.uk/recruitment/find-your-role>

Careers in the Navy - <https://www.royalnavy.mod.uk/careers?>

Colleges

Here you will find useful links to local colleges. Use them to research course information, entry requirements and college facilities.

The Oldham College — <http://www.oldham.ac.uk>

Hopwood Hall College — <http://www.hopwood.ac.uk>

Tameside College - <http://www.tameside.ac.uk>

Oldham Sixth Form College — <http://www.osfc.ac.uk>

Links with other Policies:

- Health & Safety Policy
- Curriculum Policy
- Marking Policy
- Child Protection & Safeguarding Policy

This Policy will be reviewed annually.

Reviewer: James Docherty Date of Review: September 2025