

ST LEONARD'S CATHOLIC SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY STATEMENT

The Mission Statement of St Leonard's School aims 'to create an atmosphere of Catholic values, attitudes, practice and knowledge such that all children will have the opportunity for their faith to be nurtured. Thus they will be able to widen and deepen themselves as people in preparation for this life and for the life to come'. It is the duty of all staff involved in Careers Education and Guidance to work to fulfil the Mission Statement.

Careers Education and Guidance is vital to:

- The employment prospects of our children
- Move to career flexibility through life
- Help pupils maximise their own potential and help progression through adult life
- Prepare pupils for the next stage of opportunities
- Educate pupils about the full range of post 16 opportunities
- Provide equal opportunity and esteem for all routes into the post 16 range of opportunities
- To provide very strong support for all children throughout school life
- To provide a partnership of pupils, school staff, Connexions County Durham, Durham County Council and the Training and Enterprise Council

THE ROLE OF GUIDANCE

The Careers Education process is essentially concerned with individual pupils making personal decisions about their life roles. Individual guidance is a vital part of the process because it focuses on the pupil's own unique position. This is an on-going process and every pupil has the right to assistance to members of staff. Guidance is not only a one-to-one activity. Group guidance can have considerable benefits in terms of what pupils learn about themselves from their peers.

The role of guidance is:

- To inform pupils
- To motivate pupils
- To set goals
- To raise pupils aspirations
- To make pupils aware of their educational and vocational options
- To secure independent and objective advice
- To set out entitlement for young people and to set standards

THE PRINCIPLES OF CAREERS EDUCATION AND GUIDANCE

All pupils at St Leonard's are entitled to:

- A planned careers education programme of activities
- Access to information about the world of work and educational, vocational and training opportunities
- Impartial advice which encourages progression throughout life and allows the development of qualities and skills which enable pupils to adjust to, and cope with change
- A careers education programme which is part of a whole school guidance programme

OBJECTIVES

Careers Education and Guidance at St Leonard's:

- Encourages all pupils to develop their full potential and appreciate the importance of fulfilling their academic potential
- Encourages pupils to participate in the planning of the careers programme
- Appreciates the need for links with the world of work. Pupils are encouraged to participate in the work experience scheme

DELIVERY AND CONTENT

In Careers lessons a variety of learning styles is used; pupils will work on their own, as a class, in groups and will have the opportunity to research careers information. It is hoped that as pupils develop they will be able to evaluate their own strengths, limitations, abilities and potential. Careers focused Action Planning will take place throughout Years 9 to 11.

Careers lessons are provided for pupils in Years 10 and 11. There is a minimum entitlement of 3 hours per term in Year 11 and 3 hours per term in Year 10.

In the third term of Year 10 pupils have the opportunity to participate in a Work Experience placement.

RESOURCES

The Careers Co-ordinator is responsible for providing pupils with up-to-date information. This information is available in a variety of sources. Pupils are welcome to borrow books, leaflets and video cassettes, DVDs. There are two portable DVD players kept in the main library, which students may use to view DVDs. St Leonard's participates in the Careers LifeLibrary Initiative, which is updated twice yearly. There is a Library Assistant available to assist pupils in researching careers information; she also maintains the resources kept in the library. The department also has an overhead projector, a range of stationery products for use in lessons and a filing cabinet, kept in BS6, along with a filing cabinet, notice board and cupboard in the Careers Office, to which access is allowed 3 days per week for interview purposes, with the Connexions Advisor. Software which is networked throughout the school and is available for all students to access is JED, Kudos, Careerscape and Higher Ideas. There are also crosswords and word search puzzles on the school extranet.

ASSISTANCE FROM OUTSIDE AGENCIES

Connexions County Durham can make a valuable contribution to careers education and guidance. An agreement between the school and Connexions is drawn up annually, to specify the scope and nature of the involvement.

Connexions may:

- Liaise with the Careers Co-ordinator, Heads of Year and tutorial staff
- Provide careers information
- Conduct guidance interviews
- Be available for consultation with parents
- Attend SEN review meetings
- Provide staff INSET sessions

The Careers Department welcomes the assistance of the Durham Education and Business Partnership in providing work experience placements, links with employers and various activities.

The school also welcomes contact with:

- The Local Authority
- Education and training providers
- Agencies which provide help for children with learning and physical problems
- Business organisations
- The Armed Forces

MONITORING AND EVALUATION

The Careers Development sets annual targets which are carefully monitored as part of the School Development Plan.

The Careers Co-ordinator works closely with Connexions in compiling the Year 11 school leavers' destination statistics.

Pupils are encouraged to work to the best of their ability at all times. Monitoring of student work is carried out through completion of verbal and written tasks, with oral feedback given.