



## Careers Guidance Policy

### 1. Purpose

All pupils will have the opportunity to receive careers guidance, especially in years 10 and 11 and in year 9 when they may make subject choices for KS4.

The schools will endeavour to work closely with an externally appointed Career Guidance advisor to ensure that pupils have full access to impartial, comprehensive and up to date careers information, materials and guidance.

The schools will, (where possible), work with the local training and employment advisory services and other bodies.

The schools will provide the local careers services, upon request, with such information as may assist them in their work with the young people.

### 2. Roles and responsibilities

#### The Careers Guidance Advisor will:

- \* draw up a service contract agreement with the school
- \* meet with pupils in years 9, 10 and 11 to advise them about career routes
- \* forward relevant information to pupils about careers that they are interested in

#### 3. The Head Teacher will:

- \* ensure that there is a designated careers co-ordinator in the school
- \* ensure that there is a cross-curricular approach to careers guidance in KS4
- \* ensure that subjects are timetabled to support careers guidance in the School, such as work-related learning and key skills
- \* liaise with Careers Guidance advisors, college authorities and stakeholders offering routes to employment for the benefit of the young people in the school
- \* ensure that staff members receive relevant training to enhance the quality information and careers advice that pupils receive
- \* ensure that all pupils have a transition plan to support their moving on from the school into further education or employment.



**4. The careers co-ordinator in the school will:**

- \* ensure that all pupils in years 9, 10 and 11 receive an annual careers interview
- \* arrange visits to local colleges
- \* assist pupils in completing application forms for college or employment
- \* see what help can be provided in finding work experience placements
- \* liaise with Careers Guidance advisors, college authorities and stakeholders offering routes to employment for the benefit of the young people in the school
- \* build up a network of contacts for work related learning, work experience and part-time college placements for the benefit of the pupils in the school

**See also:** Risk assessments  
Clovelly house School 'Curriculum Policy'  
Clovelly House School Policies