

FOX WOOD SCHOOL



Careers Education, Information, Advice and Guidance (CEIAG) including Work Experience

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Rationale

Careers Education, Information Advice and Guidance helps in preparing our pupils, for the opportunities, responsibilities and experiences of life. Our CEIAG programme supports and helps them make a successful transition to adulthood:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.
- Support families with transitions

Commitment

The school is committed to providing all its students with a planned programme of careers (appendix 1) education activities throughout their school career. This is planned through a work related learning programme for all key stages linked to themes (appendix 2) and a work related learning programme key stage 3 and 4 (appendix 3). It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Management

A senior leader has strategic responsibility for CEIAG within the school and manages the structure for delivery by the Preparation for Adulthood Coordinator who has access to relevant training and support. The CEIAG Lead will review the provision with all stakeholders. The school is also part of 'a growth hub' and has an Enterprise advisor who provides advice, guidance and monitoring of Careers activity within the school.

Curriculum Provision

There is a planned CEIAG programme across the school. For pupils in Key stage 3/4 it incorporates the national framework for implementing an entitlement to IAG in England and to meet the 8 Gatsby Benchmarks:

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each pupil: Targeted support for vulnerable and disadvantaged young people, information sharing, careers guidance for students with special educational needs or disabilities.
4. Linking curriculum learning to careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with FE and HE
8. Personal Guidance

The school also has an age-appropriate programme for its EYFS – KS2 students to ensure that they have employer encounters, workplace visits and an annual enterprise week.

Work Experience

Work Experience is lead by the Preperation for Adulthood Coordinator. Information is gathered about the interests and wishes of pupils and a plan is formulated for this. Pupils practice and refine skills during a period of internal work experience. This skill is then transferred onto an external opportunity.

External work experience pre-visits are completed and a risk assessment is created and shared with the pupil in a manner appropriate to them. Good links and communication pathways are opened up between the Preperation for Adulthood Coordinator and the person responsible for the placement. Parents/carers are informed of pupil choices and we require consent to proceeding with the experience taking place. Work Experience is supported on a 1:1 basis by the Preperation for Adulthood Coorinator who ensures all pupils are able to:

- Communicate with the employer using individual communication methods
- Seek help and support should they require this
- Express how they feel about the placement as it progresses
- Evaluate their experience when the placement comes to an end

The school Safeguarding Team review the risk assessments to ensure that all relevant safeguarding elements are addressed.

Partnerships

The policy recognises the range of partners that support the CEIAG within our school. These include:

- Parents and carers
- Employers and training providers
- Careers Enterprise Company

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexuality.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Appendix 1



Careers programme - Fox Wood School

Fox Wood has an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers. To ensure we are providing our pupils with the best careers provision we are evaluating our current provision against all 8 of the Gatsby benchmarks.

The name of our school careers leader is Louise Messham who has strategic responsibility and oversight of Fox Wood's career guidance. To ensure that the careers provision remains effective and fully meets the needs of all students he will conduct an annual review of the careers guidance taking into account the destination outcomes and feedback from a range of stakeholders.

Career education, skills and knowledge is built upon with our pupils from our foundation stage through to early adulthood key stage 4 leavers, ready to progress onto further education.

We deliver the careers framework through a range of activities appropriate for our pupils that contribute towards work related opportunities and the preparation for adulthood.

These opportunities are embedded through curriculum design and implementation, assemblies, enrichment activities, enterprise week and careers events.

We have forged close links with local businesses who support the school careers programme and actively engage with school in providing opportunities for our pupils.

The table below highlights methods of deliver throughout the key stages at school.

Foundation stage	Explore and investigate a job linked to a theme and text.
Key Stage 1	Explore and investigate a job linked to a theme and text. Enterprise week
Key Stage 2	Explore and investigate a job linked to a theme and text. Enterprise week
Key Stage 3	Explore and investigate a job linked to a theme and text. Enterprise week ASDAN New Horizons World of work careers exposure programme Transition paperwork filled in at annual review
Key Stage 4	Explore and investigate a job linked to a theme and text. Enterprise week ASDAN Personal Progress ASDAN Employability Internal work Experience External work experience Attend careers event with parents/carers World of work careers exposure programme Transition paperwork filled in at annual review

	World of work resource pack	Additional resources
Class 1 & 2	Theme: The Zoo – Job: Zoo Keeper Books: 'My Zoo Keeper Adventure' by Lucy Barnard and 'I Want to be a Zoo Keeper' by Dan Liebman Role Play: Zoo Keeper T-Shirt (age 3-4) Zoo Keeper laminated masks Zoo keeper application form	Song – Zoo Keeper https://www.twinkl.co.uk/resource/t-t-2548394-a-zookeeper-song-powerpoint Video - I want to be a Zoo Keeper – Kids Dream Jobs – https://www.youtube.com/watch?v=OK58EByWxhk
Class 3	Theme: Mini Beast Adventure – Job: Nature Ranger/Detective Book: Deadly Fact Book – Minibeasts, Spiders and Insects by Steve Backshall Role Play: Explorer Kit Camouflage T-Shirt (age 5-6)	Video – Nature Ranger - https://www.youtube.com/watch?v=No7NwyQhmkw
Class 4 & 7	Theme: Wellbeing (PSHCE) Funky Food (PSHCE) – Job: Dentist Book: I am a Dentist by Deborah Chancellor Role Play: Dentist Tool Kit Dentist Costume (age 8 -10) Game: Matching words to pictures	
Class 5	Theme: People Who Help Us (NF) – Job: Police Book: People Who Help Us by John Wood Role Play: Police Uniform (age 7-9) Game: People who help us equipment sorting	Power point – Who can help us https://www.twinkl.co.uk/resource/t-t-5053-who-can-help-me-interactive-powerpoint
Class 6	Theme: Green (Art) – Job: Recycling Officer Book: People Who Help Us – Recycling Officer Role Play: High Viz Jacket (age 7-9)	Video – Boy who recycles https://www.bing.com/videos/search?q=about+recycling+officers+for+kids&&view=detail&mid=55424E8A79516F30F74055424E8A79516F30F740&&FORM=VRDGAR

Work Related Learning EYFS-KS4 links to Themes

Class 8	Theme: Volcanoes (NF) – Job: Volcanologist Book: Volcanologists and Seismologists Extreme Jobs by Ruth Owen Role Play: Hazmat Suit – Disposable Suit Dust mask x 10 Creative: Dig out Volcano by Rocks Excavation	Video – Working as a Volcanologist https://www.bing.com/videos/search?q=Volcanologist+&&view=detail&mid=A80E9CC115A13DBD9526A80E9CC115A13DBD9526&&FORM=VRDGAR
Class 9	Theme: Yellow (Art) – Job: Artist Book: Junior Vincent Van Gogh by Fiona Holt Role Play: Photo Booth Artist Props	Video – Being an Art Teacher https://www.bing.com/videos/search?q=what+art+teachers+do&&view=detail&mid=38B0F31306220E1B7DE138B0F31306220E1B7DE1&&FORM=VRDGAR
Class 12	Theme: Active Sports (PSHCE) – Job: PE Teacher Book -	Video – Career advice on becoming a PE Teacher https://www.bing.com/videos/search?q=learning+about+pe+teacher+uk&&view=detail&mid=299F8F32C11A244E61A9299F8F32C11A244E61A9&&FORM=VDRVRV

Key Stage 3		Key Stage 4	
Enterprise	World of Work	World of Work	Careers Education Information and Guidance
May be weekly or just as one off events depending on the theme: Creative – e.g. Christmas crafts, bird feeders, plant pots and plant growing kits, fairy gardens	Career detectives – finding out about different jobs through research, careers boxes, visits, visitors, role play. Possible jobs will be outlined on the long term plan and may be linked with the overarching theme, where possible this will then be linked to visits/visitors	Enterprise – weekly lessons – creative, service, catering	Learning about different careers through class based topics Job description, letters of application, interviews
		Conservation – links with local rangers, on site and off site in Woolston Park	Skills for the workplace: looking and acting the part, health and safety, getting things done, following instructions
Service – e.g. planning and hosting a party/film afternoon, car washing		Work shadowing – pupils to complete PowerPoint presentations about their experiences to share what they have learnt about the different roles, example roles would be teaching assistant, play leader with midday assistants, sports leader with sports coaches	
Catering – e.g. bacon butties, scones, fruit smoothies, healthy tuck shop		In-house and local work experience – pupils to complete work experience placement and associated rewords (Louise Campbell leading this element): <ul style="list-style-type: none">- Office- Nursing- Teacher/TA (PMLD)- Early Years- Kitchen/The Bungalow Cafe	
Accreditation Opportunities: personal Progress Entry 1 Units: 010 Having your say 011 Keeping yourself safe 024 Dealing with problems 025 Getting on with others		Accreditation Opportunities: Personal Progress Entry 1 Units: Developing skills for the workplace: getting things done Unit 016 Developing skills for the workplace: following instructions Unit 017 Developing skills for the workplace: health and safety Unit 018 Developing skills for the workplace: looking and acting the part ASDAN Employability entry 2: Exploring job opportunities (2 credits) Communicating with others at work (1 credit) Health and Safety in the workplace (2 credits) Working with others (2 credits) 6 credits = Award in Employability	

