



# **Careers Guidance Policy Statement**

**Reviewed:  
June 2020**

**Due for review:  
June 2021**

## New Rush Hall School – Introduction

Careers education, information and guidance (CEIAG) is an essential part of the support we offer to pupils at New Rush Hall School. Effective career support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole school remit designed to complement the rest of the school curriculum with a specific focus of meeting the needs of young people within a special school setting.

This policy statement sets out the school's arrangements for managing the CEIAG offer to pupils at the school for the purpose of giving information about the providers education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Careers Lead:

Ana Gioia – Pupil Pathways Coordinator

Contact Information:

Pupil Pathways Hub,  
New Rush Hall School  
Fencepiece Road  
Hainault  
Ilford  
Essex  
IG6 2LB

Tel: 020 8501 3951

Email: [anagioia@nrhs.redbridge.sch.uk](mailto:anagioia@nrhs.redbridge.sch.uk)

## Pupil Entitlement

During their time at New Rush Hall School, all pupils can expect:

- The support they need to make the right choices in Year 9 to Year 11
- Access to up-to-date and unbiased information on future learning and training, careers and labour market information
- Support to develop the self-awareness and career management skills needed for the future
- Termly World of Work Events to include assemblies, careers talk, projects and visits
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, guest speakers and personalised meetings at school
- The opportunity to relate what they learn in lessons to their life and career beyond school
- The opportunity to talk through their career and educational choices with staff including form tutors, mentors, Senior Leadership Team and the Pupil Pathways Coordinator
- Access one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group. A meeting with an adviser independent of the school can also be requested
- The schools to keep parents/carers informed of their progress and provide parents/carers with information to support pupils' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

## Parental Involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. New Rush Hall School is keen to foster parental involvement in the careers programme, wherever possible.

Parents/carers are invited into school to discuss their child's progress during Parents Evenings. They are also invited to meet with the Pupil Pathways Coordinator if their child would like them to. In readiness for these events, pupils' career aspirations are collected by and the Pupil Pathways Coordinator to allow discussions around progress relating to next steps, career idea career planning.

Representatives of the careers team, as well as education and training providers, attend events for specific year groups.

Parents/carers are kept up to date with career-related events and activities affecting their young person. With the pupil's agreement, a copy of the action plan from one-to-one careers meetings will be sent home. Parents are also welcome to make contact with the Pupil Pathways Coordinator at school, should they have any questions or concerns.

## Delivery of the Careers Programme

Throughout Year 7, 8 and 9, all pupils will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them
- Develop their self-awareness
- Hear from or talk to representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, parent's events and meetings with senior staff and personalised careers meeting.

Throughout Year 10-11

- Preparing CVs, application forms
- Develop interview techniques in preparation for mock business interviews
- Gain a comprehensive understanding of post-16 options
- Have access to after- school support sessions with PC access.
- Get support to write a personal statement for post-16 applications
- To increase aspirations through a range of university visits, open days and guest speakers

## Careers Fair

Each year, the school's Careers Fair will provide pupils of all year groups a chance to meet and talk to employers and learn more about what work is like and what it takes to be successful in the workplace. The day includes a range of stalls enabling pupils to explore the endless possibilities of life after school.

### Career guidance meetings

Pupils are entitled to appropriate guidance to meet their individual needs. All pupils at school can request an appointment with the Pupil Pathways Coordinator, although year 10 & 11 will have half termly appointments. Pupils are identified for careers meetings based on need and through self-referral.

### Needs-based referral

The referral procedure works as follows:

For those pupils identified as being at risk of NEET, further interventions are arranged as appropriate for each pupil. This support could include visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the pupils leaves school.

### Self-referral

Given the nature of our school community all pupils will receive personalised careers meetings that being said a pupil can self refer at any point via the Pupil Pathways Coordinator

### Career information

Career information is available through the Pupil Pathways Hub, through relevant displays and through assemblies. The Pupil Pathways Hub includes a range of career guides, apprenticeship and employer information, as well as guides on job-search activities.

### External providers

Ranges of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

### Staff Development

All staff are introduced to the concepts, aims and programme for CEIAG at New Rush Hall School during INSET days this development is further enhanced through CPD and directed time meetings.

The Pupil Pathways Coordinator will attend conferences and network meetings to keep up to date with best practice and legislation.

### Resources

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

### Employer links

Links with employers, businesses and other external agencies continue to grow by building on local community connections.

### Equal opportunities

New Rush Hall School is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The teamwork on early-identification of pupils requiring additional support, with no limit placed on how many times a pupils might see the Pupil Pathways Coordinator. The Pupil Pathways Coordinator works with the SENCo to support Education, Health and Care planning to support pupils who may be facing other challenges.

Role models including alumni, current apprentices and university pupils are brought in to raise aspirations and demonstrate what is possible after New Rush Hall School, while non-traditional routes are supported and encouraged. The destinations of school-leavers are monitored and trends identified.

### Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data for pupils.

The careers programme is evaluated in a number of ways, including:

- Pupils feedback on their experience of the careers programme and what they gained from it
- Staff feedback on careers lessons, world of work events, careers fair, mock interviews etc.
- Gathering informal feedback from external partners and from parents
- Quality assurance that meaningful CEIAG permeates throughout the wider curriculum
- Pupils destination figures post-16
- Personalised tracking of individual pupil involvement in the wider CEIAG programme.

New Rush Hall School is committed to achieving the Quality in Careers Standard, a dedicated quality award for careers programmes. The Careers Team is beginning the process of working towards this award.

### References

Statutory Guidance for Schools on Careers Guidance and Access for Education and Training Providers  
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

The Gatsby Benchmarks

[www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)