



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL  
SUFFOLK, ENGLAND

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# Careers Education Policy

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(Whole School)



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## Whole School Careers Education Policy

*Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Board of Local Governors (BLG) has a role that is different to many independent schools. It is the role of the BLG to act as 'critical friend' to the school and to provide it with strategic guidance and oversight. The Governors, therefore, have powers of scrutiny and are enabled to make recommendations to the Ipswich Education Ltd Board (IELB) for change and improvement. Governors' meetings are held every term.*

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to all pupils and students at Ipswich High School. Effective careers support can help to prepare young people for the opportunities, responsibilities, and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is important 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.

### **Aims and objectives - The Ipswich High School careers programme aims to:**

- encourage pupils and students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- aid our students' readiness to take their next step in their learning or career.

Ipswich High School follows the principles of the Gatsby Benchmarks, the CDI Framework and the CDI code of ethics (see references).

The objectives for the careers programme are as follows:

- helping pupils and students to understand and adapt to the changing world of work
- facilitating meaningful encounters with employers for all pupils and students
- supporting positive transitions post-16 and post-18
- enabling pupils and students to develop the research skills to find out about opportunities
- helping pupils and students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships



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- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation.

### **Pupil and Student Evolvment**

All pupils and students are entitled to be fully involved in an effective CEIAG programme.

Pupils and students are encouraged to take an active role in their own career development, so the careers programme emphasises pupil and student participation with a focus on: self-development, learning about careers and the world of work and developing career management and employability skills.

During their time at school, all pupils and students can expect:

- the support they need to make personal choices at KS4/GCSE, after Y11 and after Y13
- 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 their future
- careers activities from Y7 to Y13 such as: options after school, the world of work, the job market, employability skills and jobs of the future
- a meaningful encounter with a representative from the world of work each school year; this could be through participation in work experience, Take Your Child to Work Day, Careers Fairs, assemblies, Careers Speaker Series, and visits
- to hear from a range of education and training providers, including universities and apprenticeship organisations; this could include visits and taster days, assemblies, Careers Fairs, talks and meetings at school
- the opportunity to relate what they learn in lessons / activities to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff including form tutors, Heads of Year, Head of Sixth Form and the careers staff
- access to 1:2:1 guidance with a trained, impartial careers adviser, via a Careers Drop-in enrichment or by appointment; this is available to pupils and students of any year group. A meeting with an adviser independent of the school may also be available
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils and students.



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## **Parental involvement**

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

### Events for parents

Parents are invited into school to discuss their son/daughter's progress at Parents Evenings.

Specialist events for parents include KS4/GCSE Options Evening, Sixth Form Open Evening (Year 11 parents), the school's Careers Fair and University and Apprenticeship Information event (Year 10 to Y13 parents).

Parents are kept up to date with career-related events and activities affecting their son/daughter via letters, Firefly messages, the school Snapshot (newsletter), a careers newsletter and via social media. With the pupil's/student's agreement, a copy of the action plan from 1:2:1 careers meetings can be shared with parents. Parents are welcome to contact the Careers staff at school should they have any questions or concerns.

## **Careers education**

The content of the taught careers education programme is based around the learning outcomes outlined in the Gatsby Benchmarks / CDI Careers Framework working to the CDI code of ethics (see references). The programme therefore supports the diverse needs of all pupils and students including EAL / additional support needs.

## **Prep school**

Key activities: linking subjects to the skills needed in the world of work

Encounters might include, talks from business professionals, aspiration day, workshops with higher education establishments and lessons from the Head of Careers at Ipswich High School.

By the end of Prep School in Y6, all pupils will have had the opportunity to:

- recognise their personal achievements and interests
- work well with others and contribute to the work of a team
- examine the decision-making process
- review their own talents and preferences and relate them to the world of work
- reflect on their curriculum learning and how this links and relates to the world of work this might be via involvement in sessions run by universities, the Armed Forces, the school Nurse, visiting professionals, visits to a Fire Station and Parliament.



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## **Years 7, 8 & 9**

Key activities: KS4/GCSE options choices

Sessions might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities will support the Year 8 and KS4/GCSE options process.

By the end of Year 9, all pupils will have had the opportunity to:

- be introduced to career resources and the Morrisby.com website which can help develop their self-awareness, understand their preferences and the options open to them
- attend our Careers Speaker Series
- attend the school's Careers Fair
- attend the Careers Drop-in enrichment for 1:2:1 Careers Information Advice and Guidance (CIAG)
- hear from or talk to representatives from the world of work
- take part in a day at work via Take Your Child to Work Day
- be involved in a business enterprise initiative (in school / via BT)
- receive support to make their Year 8 and KS4/GCSE choices via assemblies, parents' events, meeting with senior staff at school, completing the Morrisby Aspirations questionnaire and the option of a careers meeting.

## **Year 10**

Key activities: psychometric and aptitude profiling, exploring post-16 and post-18 choices, work experience

Sessions include preparing for Morrisby psychometric and aptitude profiling and the follow up careers advice session, preparing to find and carry out work experience placements.

By the end of Year 10, all pupils will have had the opportunity to:

- create and engage with their life-long Morrisby account
- complete Morrisby Profile and subsequent careers advice session
- develop their self-awareness and career management skills
- attend our Careers Speaker Series and University and Apprenticeship event
- attend the school's Careers Fair / attend an external Careers Fair
- attend the Careers Drop-in enrichment for 1:2:1 Careers Information Advice and Guidance (CIAG)
- experience a taster of life in our sixth form
- one week of experience in the world of work in the summer.



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## **Year 11**

Key activities: Labour Market Information and Post-16 subject choices, additional work experience

Sessions include; CV writing, a refresher of their Morrisby psychometric profile report, an introduction to post-16 options.

By the end of Year 11, all pupils will have had the opportunity to:

- engage in their life-long Morrisby account
- attend our Careers Speaker Series
- attend the school's Careers Fair and University and Apprenticeship event
- attend the Careers Drop-in enrichment for 1:2:1 Careers Information Advice and Guidance (CIAG)
- develop their self-awareness and career management skills
- apply for Post-16 options
- continue to develop the skills needed for a successful transition
- explore the option of additional work experience in the Summer.

## **Year 12 & Year 13**

Key activities: Post-18 applications, personal statement, mock / successful interviews and work experience

In Year 12, sessions include Post-18 options, covering both university and alternatives to university. Students will take up work experience. In addition, a range of other activities are available to support students to develop additional skills and knowledge. Students revisit (new students create a Morrisby profile) their Morrisby report and meet with a careers adviser to discuss Post-18 options.

In Year 13, Oxbridge students will have a mock interview and support from specialist staff. All students are supported through the post-18 application processes, including UCAS and apprenticeship, or Gap Year options.

By the end of sixth form, all students will have had the opportunity to:

- use a range of resources (with support, as required) to explore Post-18 options
- develop their self-awareness and career management skills
- use their Morrisby account to support writing their personal statement
- develop further experience in the workplace and record this in their Morrisby account
- attend events in and out of school where they can speak to employers, colleges, training providers and universities (UCAS fair).



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### **Careers Speaker Series**

All year 7 to 13 pupils can attend these talks from business professionals to glean insights such as: their successful career journey, which qualification and training routes that are required to enter their profession, what it is like to work in their arena, the characteristics that one needs to succeed, the starting and promotion opportunities available, what attracted them to their career and how they got there.

### **Take Your Child to Work Day (TYCTWD)**

Each year, Year 9 pupils take part in the international TYCTWD scheme that enables them to have a first encounter of the world of work with a family member or close family connection. There is a preparation session and a debriefing reflective session where we look at the skills and attributes required for the workplace and reflect on which of those we possess and which we still need to build on in the years before we enter the world of work.

### **Career guidance meetings**

Pupils and students are entitled to appropriate guidance to meet their individual needs. All pupils and students at school can request an appointment with the careers adviser but, in practice those from Year 10, Year 11, Year 12 and Year 13 are most likely to access the service.

Pupils and students are identified for careers meetings based on need and via self-referral.

### **Career information**

Career information is available through relevant displays and noticeboards or cascaded via form tutors and year group assemblies. The Careers Library is located in the Learning Resources Centre and includes a range of university and college prospectuses, career guides, apprenticeship, employer information, GAP year information as well as careers related books.

Online resources and a range of reliable websites collated by the Head of Careers and the Careers Coordinator, can be found within the VLE.

### **External providers**

A range of external providers are invited into school to support the careers programme. These might include local 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.



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## Management and staffing

The Head of Careers, Mrs Wendy Offord, is responsible for leading the careers work in the school; reporting to SLT link – Senior School Head, Ms Kaye Extance.

The Head of Sixth Form oversees the Careers provision in Sixth Form for Y12 and Y13; liaising with Head of Careers, Mrs Wendy Offord.

The Head of Careers is a Level 6-qualified Careers Adviser (and Careers Lead) and a member of the UK Register of Career Development Professionals. The school also contracts a qualified independent Careers Adviser to offer career guidance for additional sessions as required (also level 6, or above, and CDI registered).

The Head of Careers is supported by the Careers Coordinator, Mrs Zoe Lees.

A broad range of staff support careers activities and careers learning at school including Heads of Year, Form Tutors and specialist subject teachers, EAL Lead and SENCo; all liaising with Head of Careers, Mrs Wendy Offord.

## References:

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

[https://www.thecdi.net/write/CDI\\_85-Framework\\_poster-web.pdf](https://www.thecdi.net/write/CDI_85-Framework_poster-web.pdf)

[https://www.thecdi.net/write/Documents/Code\\_of\\_Ethics\\_update\\_2018-web.pdf](https://www.thecdi.net/write/Documents/Code_of_Ethics_update_2018-web.pdf)

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## Appendix 1

### **Ipswich High School welcomes employers**

Pupil interaction with employers is an integral part of our careers programme, through these encounters from a young age our pupils understand more clearly how the subjects that they study at Ipswich High school support and connect with their future career choices.

We work closely with employers from a wide range of sectors to provide encounters that inspire and support our pupil's ambitions by providing them with opportunities to gain deeper knowledge of world of work, what it takes to be successful in the various roles and sectors and to take a more active part in realising their goal. The activities our pupils are involved in at school include work experience placements, careers fairs, apprenticeship and university information sessions, enterprise sessions, CV writing and interview skills workshops, as well as our Careers Speaker Series taken by employers to develop our pupils and inform them of the skills needed to be successful with the challenges of the work place.

We are very grateful to the loyal network of employers who regularly support our careers events and those who offer work experience placements to our Year 10 pupils and Sixth Form Students. We very much welcome new employers to get in touch too – please see below for details.



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## Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

### Aims

This policy statement sets out the school's arrangements for managing the access of education and training providers to pupils at the school for the purpose of giving them information about their education or training offer.

It sets out:

- Procedures in relation to requests for access
- The ground for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

### Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### Granting and refusing

We will always try to provide access wherever possible. Access to pupils and students may be granted / refused based on the following criteria:

- The needs of the pupils and students
- The needs of the curriculum
- Timing of request (e.g. not during busy exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of pupils or students
- Quality of previous interactions with our pupils and students
- Each access request will be considered on a case-by-case basis.
- The decision to grant or deny access to pupils and students will be made by the Head of Careers, the SLT Careers link, or the Head.



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## Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the School's website.

## Premises and facilities

- The school will make the Theatre, The Leggett Room, LRC, classrooms or private meeting rooms available for discussions between the provider and pupils / students, as appropriate to the activity.
- The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers
- Providers are welcome to leave a copy of their prospectus or other relevant course literature for inclusion in the Careers Library, which is managed by the Learning Resources Centre Manager. The Library is available to all pupils and students during the school day.

## Management of provider access requests Procedure

A provider wishing to request access should contact:

Mrs Wendy Offord – Safeguarding and Head of Careers (LRC)

[careers@ipswichhighschool.co.uk](mailto:careers@ipswichhighschool.co.uk)