



Careers Policy

Review

The governing body recognises the importance of keeping its Careers Policy up-to-date and will review the policy on an annual basis.

This policy was adopted by the Governing Body of St Francis Special School and Lincoln St Christopher's Special School in 2021.

Date Adopted:	Nov 2021
Ratified Date:	March 2023
Revision Number:	3
Review Date:	March 2024
Drafted By:	Nick Wray
Reviewed By:	Janette Kennedy
Approved By:	Governing Body

Intent

St Francis Special School will aim to provide a high-quality Careers Education and Guidance programme to students where appropriate opportunities will allow for the preparation of students and their families to make those important decisions that 'influence their future education, careers journey and role the world of work may have on them'.

Our Careers Co-ordinator is Mr Nick Wray. Nick with support from school staff will coordinate Work Experience opportunities/'Supported Internship' where appropriate.

The aims of St Francis Special School are the same for all children; St Francis Special School is a very special school with a reputation for excellent practice. We welcome into school young people between the ages of 18 months and nineteen years of age with a wide range of additional needs all of whom have an EHCP in place to support their complex physical conditions, including those with associated sensory or cognitive difficulties and Learning difficulties and disabilities. We also cater for students with medically complex, life-limiting conditions.

Our mission is to provide first-class education, therapy, medical support, and strive for as much independence as possible for all of our students to best prepare them and their families for adulthood, training for young people with physical disabilities in a caring and supportive environment.

We harness our expertise to challenge and nurture our students to help them lead the fullest, richest and most fulfilling life possible. At St Francis, all students will be safe, happy, with all aspects of their wellbeing catered for. Our key strength lies in our holistic, multidisciplinary approach working with Educational, Health and Social care providers. We have utilised key documents such as 2021 statutory guidance for careers, Gatsby and the new Ofsted handbook in inform this

Aims

Careers Education and Guidance (Students journeys) is given a high priority for all students, but differentiated for the different curriculum pathways according to need especially for those students who follow the most appropriate curriculum pathway for the opportunities, responsibilities and challenges of adulthood and working life. This best equips them with the knowledge, skills and attitudes that they require in order to manage their lifelong career/journey and personal development. At St Francis School we promote equality of opportunity and put the needs of all students above all other considerations. To develop these aims St Francis will:

- Offer readily available access to unbiased information and advice both internally and externally where appropriate.
- Ensure continuity and progression through the students journey in school and its coherence with other curriculum pathways within school.
- Involve parents where appropriate and especially through their yearly Annual Review meeting, this is particularly important at transitional phases of education.
- Make best use of all relevant supporting agencies such as Complete Careers, Lincolnshire Education Business Partnership (EBP), local employers and the Local Authority.
- Provide equal opportunities for students where appropriate
- To promote 'lifelong learning and support the individual need to be adaptable for all students, this is supported with information for the CDI framework which suggested appropriate career learning aims and outcomes ranging from ages 4-19 that are differentiated to meet the needs of your students within your educational setting.

The Nature of Careers Education and Guidance

Careers education and Guidance is about interventions that are designed to empower students to make and implement well-informed, realistic decisions and manage subsequent transitions with support from us and their families.

The general aims then, should enable students to:

- Assess their strengths and weaknesses and compare themselves against a variety of career roles. We adopt a Vocational profile where we try to best match students to their intended career destination,
- Develop the students' decision-making skills, recognise the importance of decision making and its impact on chosen careers choices
- Make independent/ supported choices about their own continuing education post St Francis and training opportunities that may be available relating to their chosen career journeys
- Support change/transition in their personal, social and work situations in post school life, and
- Acquire the knowledge and skills necessary for them to plan their educational and training needs for their initial career choice where appropriate.

These aims help to promote five strands in pupil's development. These are:

- **Self** – knowledge of self, qualities, attitudes, skills and understanding.
- **Roles** – position and expectations in relation to the family, community and employment
- **Work** – application of productive effort including paid employment and unpaid work in the community and at home
- **Career** – sequence of roles undertaken through working life an personal success, rewards and enjoyment it brings as well as the setbacks and disappointments
- **Transition** – development of qualities and skills that enable pupils to adjust to and cope with change.

The development of personal skills underpins the whole ethos of the school and the raising of self-esteem, the valuing of oneself and others, the acknowledgement of feelings and emotions and the ability to care and co-operate with others enables the student to cope critically with difficult situations and/or decisions.

The essential aim is to give young people the knowledge, understanding and skills to make informed and responsible choices now and in later life. Fundamental to our school's values and practice is the principle of sharing the responsibility for education of young people with parents/carers, by keeping them informed and involved at all times. To this end, the Careers Education and Guidance programme, along with the PSHE programme, is available for parents to view.

Provision also includes opportunities for involving governors, visiting professionals (e.g. Employers, Nurses, Doctors, Therapists, etc.) and the community, so that what is learned at school can be supported by the appropriate experiences at home and in the local community.

Implementation

Careers Education and Guidance (Journeys) is delivered from Year 7 upwards. It is not taught separately as a discreet subject in Key Stages 1 and 2 but it is an intrinsic part of the education provided at St Francis Special School and is truly cross-curricular.

Careers Education and Guidance from Year 9 onwards will be delivered through the following areas of focus, particularly in the Semi-Formal Curriculum pathway:

- Access to relevant information
- Opportunities to Experience work, simulated are realistic
- Access to guidance
- Recording and planning for the future to support transition, utilising the Annual Review meetings to support this process
- Vocational practical experiences, and
- Evaluation

(See appendix 1)

Activities/information will be planned in such a way to encourage full and active participation by all students, irrespective of their ability.

The emphasis in our school is on encouraging individual responsibility, self-awareness and the ability to make where possible informed decisions about their individual journeys. To this end, all students will be given the opportunity to assess evidence, make decisions, negotiate, work co-operatively and independently with confidence and support where necessary.

Provision is made for on-going training for staff to ensure that teaching and knowledge is kept up to date as the constant needs of the school change. This is in line with the school development plan.

Budgeting for Careers Education and Guidance resources is carried out annually after evaluations and in light of any new initiatives.

Entitlement

All Students will have equal opportunities to the teaching outlined in the Careers Education and Guidance programme.

The Careers Education and Guidance programme ensures that the students' knowledge, understanding and skills are built upon as they progress through the school.

School staff cannot offer or guarantee unconditional confidentiality on issues arising either in class lessons or during other times of the day. St Francis Special School policy on Safeguarding ensures good practice throughout the school and this policy is available for parents and other agencies to view on the school website.

Parents are advised to contact the Headteacher if they are in any way concerned about this programme and their child's participation within it.

Impact

Students are not formally assessed but there is provision to ensure that necessary entitlements are being met and supported.

The Careers programme is evaluated through a questionnaire and discussion session with year 11 and year 14 students during the summer term; this is supported by external providers to give a written feedback about the strengths and areas of development for the Careers programme at St Francis Special School.

Students' performance on work experience is monitored/tracked and reported on by both staff visits, student logs and placement provider's reports particularly in Upper School and the Formal Curriculum Pathway learners.

Parents are welcome to give feedback on any aspect of the Careers education and Guidance programme to the Careers Co-ordinators.

Destinations of students at the end of Year 11 and 14 are used to inform the development of the Careers Education and Guidance entitlement and are also reported to the Local Authority.

The Careers Co-ordinators and the Headteacher will review the Careers Education and Guidance policy annually. Any suggested amendments will be presented to the Governors for discussion.

The Careers coordinator of the Work Experience programme will write and ask for Risk Assessments to ensure that the placements of students in the world of work are safe and suitable, this process is reviewed annually by the Careers Co-ordinators and the schools leadership team.

Any future Careers Education and Guidance developments will be referred to in the Schools Development Plan.

This policy is informed by the following document:

- DFE- 'Careers guidance and access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges' July 2021
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf

Appendix 1

Access to Information

All students will have access to information about the world of work, educational, vocational and training opportunities. This includes printed information, audio-visual materials as well as links to FE provision within the Upper area of school.

Experience of Work

This includes:

- Work visits
- Work simulations, (e.g. design and make exercises and business games)
- Application of industrial processes in the classroom and community contacts
- Industry Day activities
- Work Experience
- Enterprise activities
- Work Related Learning courses, such as accessing a 'Supported Internship' pathway
- Vocational Profiling

Access to Individual Guidance

Students where appropriate given the context of the school will have access to impartial careers guidance, delivered by internal/external providers. Parents will be invited to meet the Careers Coordinators should they wish to and external providers to discuss their son / daughter's post school destination.

Recording and Planning for the Future

Students in Key Stage 4 and Post 16 will meet with the external providers to develop their possible career destination focus. On leaving St Francis all students will receive their Record of Achievements, which will detail the courses they have followed and their Learner qualification profile.

Vocational Courses

All students in Upper School have the opportunity to experience appropriate vocational subjects and experiences to support their further understanding of potential employment sectors. Currently no examinations are taken in the Vocational subjects/experiences as they are used to support and develop the student's individual softer skill set. The school will continue to work with external providers to establishment and prepare students for their career choices at 16 and 19 years of age.

Evaluation

This is carried out internally and supported by external agencies by:

- Careers co-ordinators – questionnaire and discussion sessions with Year 11 and 14 students in the Autumn term re: work experience
- Careers co-ordinators – questionnaire and discussion session with Year 11 and 14 students in Summer term re: evaluation of school Careers Education and Guidance programme