



# Thornby Hall School

## Careers Education & Guidance Policy

### **1. Introduction**

This document is a statement of the aims, principles and strategies for offering Careers Education and Guidance at Thornby Hall. It was written by Natalie Evans in July 2014

### **2. Careers Education and Guidance**

The central aim of providing Careers Education at Thornby Hall is to help pupils create a realistic vision of a future self and create positive long-term goals; to inform the pupils of the opportunities and choices in employment, self-employment, further education and training.

### **3. Aims**

The aim of the provision of Careers Education is to provide the opportunity to identify and develop individual knowledge, qualities and skills to assist in the process of choice and provision.

### **4. Principles of Teaching and Learning**

Careers Education is provided to all pupils at Thornby Hall at a level appropriate to their understanding. A Personal Advisor is provided by Connexions and is available to the pupils to formulate Career plans and general skills.

### **5. Teaching Strategies**

Pupils have regular access to the Connexions Personal Advisor who visits and meets with each child at least once in each academic year, and who will assist in identifying appropriate college courses and potential apprenticeship providers. There are Careers resources available in the Sixth Form, which can be used by all pupils. Resources include information on Post 16 choices, university prospectuses, and Connexions information. At the end of Year 11 or 12 most pupils are offered the opportunity of Work Experience placements as appropriate, depending on the needs and concerns of individual pupils.

## **6. Reporting and Recording**

Connexions, Form Tutors and Keyworkers all work together to ensure an appropriate Work Experience placement is offered to each pupil. A member of staff will visit pupils at least once during their placement and the manager of the placement completes a form provided by Thornby Hall which comments on the skills, attitudes and value of the pupils' experience.

## **7. Role of Careers Co-ordinator**

The role of the careers co-ordinator is primarily in booking the connexions advisor to facilitate the interviews for the young people, and in resourcing Careers literature within both the PSHCE curriculum and the library in the house. Obtaining relevant information both for pupils and keyworkers when requested and organising open evenings at local colleges is also part of this role. Good links have been made locally, particularly with Northampton College and Moulton College.

## **8. Role of the Senior Leadership Team**

The Deputy Head teacher facilitates links with the Connexions service and oversees Work Experience placements. The Deputy Head teacher will also liaise with the Learning Support departments at the relevant colleges, to ensure a smooth transition when young people from Thornby Hall receive their education elsewhere.

## **9. Extra Curricular Activities**

Pupils are encouraged to visit College Open Days and these are arranged by staff both within school and in the house.

## **10. Health and Safety Issues**

Risk assessments are considered when arranging work experience placements.

## **11. Subject Development Plan**

- To try and develop a programme of visits to Thornby Hall where people from different workplaces can share their experiences.
- To continue to expand the range of Careers resources available.
- To familiarise ourselves more with the apprenticeship route for our students.