



# **Saint Norbert's Catholic Primary Voluntary Academy**

## **Careers Education, Information, Advice and Guidance (CEIAG) Policy**

*(2021)*

# SAINT NORBERT'S CATHOLIC PRIMARY VOLUNTARY ACADEMY

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

“To Live, Love and Learn in the Footprints of Jesus.”

### **UN Convention on the Rights of the Child**

As a Rights Respecting School, we aim to ensure, in particular, that:

- children enjoy the right to be educated
- children have the right to be treated fairly
- children have the right to be heard

### **Introduction**

Careers Education, Information, Advice and Guidance (CEIAG) is embedded into our curriculum. Careers Education helps to prepare children for the opportunities and responsibilities of adult working life and, as such, has a vital contribution to the school's aims of supporting students in the life-time experience of learning.

### **Related Policies**

CEIAG is underpinned by all of the current policies held within the school. These include our Child Protection Policy, Anti-bullying Policy, Special Needs Policy, and wider curriculum policies.

At Saint Norbert's, we endeavour to follow the Career Development Institute framework for Key stage 2 careers and work-related learning, as well as other relevant guidance from the DFE and Ofsted as it appears.

We are committed to CEIAG provision, recognising the importance of supporting children to think about life beyond school and post-16 pathways. We encourage all of our pupils to set high aspirations for themselves by ensuring that our curriculum is enriched with a wide range of experiences. We place great emphasis on providing our children with the necessary support and advice to ensure that each and every one of them finds their own pathway to success.

### **Policy Aims**

This CEIAG Policy has the following aims:

- To help students learn to understand themselves and develop their capabilities.
- To develop an understanding of the range of opportunities available in later life.
- To raise children's self-esteem and encourage them to have high aspirations which allow them to achieve economic well-being.
- To support children in thinking about informed and realistic choices.
- To help children manage transitions through education and beyond.

### **The CEIAG Curriculum**

Careers education and guidance is provided through the curriculum we offer. A wide range of experiences allow children to develop their talents and skills, which are subsequently linked to the thirteen 'Enterprise Skills':

Managing Risk  
Teamwork  
Negotiating and Influencing  
Effective Communication  
Creativity and Innovation  
Positive Attitude  
Initiative  
Organising and Planning  
Problem Solving  
Leadership  
Making Ethical Decisions  
Financial Literacy  
Product and Service Design

Our curriculum intent states:

*'We see our curriculum as a mechanism for progression in each subject to enable all children to fully develop an holistic education and life skills which will enable them to be ready for their next phase. Our aim is to fully prepare the children to be happy, fulfilled and successful. We are interested in them achieving highly academically, but we also ensure that their education enables them to be 'well-rounded'. We give them many opportunities to develop their talents.'*

*'Our rich curriculum tradition ensures that pupils who are disadvantaged in any way enjoy parity with their peers. We have designed our curriculum to provide a breadth of experiences. We are passionate; we pursue excellence and ensure that children are equipped with the skills to succeed. By the time children leave our setting, we want them to have enjoyed a wealth of experiences and opportunities that we believe are essential components of a quality education.'*

*'In addition to the National Curriculum we provide lots of enrichment opportunities, including visits and visitors. We undertake regular projects which contribute to and enhance work in other subjects (e.g. STEM activities; Scunthorpe Music Festival; Scunthorpe Speech and Drama Festival; Lincolnshire Show; Science and Art exhibitions; Artsmark Award; UNICEF Rights of the Child; International School Award; School Games Mark; Eco School Award; Quality in Careers Education Kite Mark; Fair Trade). We have strong links with other schools to further enhance our PSHE, RE, Geography and Citizenship curricula.'*

### **Assessment, Recording and Reporting**

We believe that strong pupil outcomes, assessed against varied and stimulating curriculum objectives, provide the best opportunities for children to succeed in later life. As a result, CEIAG outcomes are recorded and assessed through individual subjects.

We have three parent consultation meetings each year, and publish pupil reports during the summer term. These opportunities are used to provide parents with an indication of their child's preparedness for key transitions.

### **Staffing and Professional Development**

All staff will be briefed on a basic understanding of CEIAG provision to ensure they are aware of their role in relation to this. Key staff, i.e. senior leaders and KS2 teachers, will receive professional development to

allow them to teach the skills needed to manage transitions. Staff training needs are identified as part of the Performance Management process.

## **Resources**

Funding is allocated in the annual budget. The Careers Lead is responsible for the effective deployment of resources. Subject Leaders are responsible for ensuring that their subjects are well-resourced.

## **Role of the Careers Lead**

The role of the Careers Lead is to assist young people's career learning, planning and development by leading and managing the development of careers education, information and guidance (CEIAG). The Careers Lead advises the Senior Leadership Team and governors, facilitates the contribution of colleagues and partners, develops the curriculum in collaboration with other stakeholders, organises resources and secures high standards of teaching, learning and guidance.

## **Monitoring, Review and Evaluation**

Teaching of CEIAG-related themes and the subsequent learning outcomes are monitored and evaluated by the Senior Leadership Team through observation of lessons and work monitoring (in line with school policy).

Curriculum content and long-term planning is reviewed annually by Subject Leaders and the Careers Lead to ensure that objectives are aligned with the Career Development Institute framework for Key stage 2 careers and work-related learning outcomes.

## **Handling sensitive and controversial issues**

The nature of CEIAG may mean that sensitive and controversial issues may arise. Any issues should immediately be reported to the Headteacher or Designated Safeguarding Lead, depending on the nature of the issue, and dealt with in accordance with relevant school policies and procedures.

## **Quality standard**

Saint Norbert's is currently working towards accreditation of CEIAG to quality assure provision. The Career Mark is important, as we want children to achieve high standards, see the value and relevance of their learning, both to themselves and the working world and to make good choices that are successful for them. We believe that the Career Mark will enable us to deliver the best possible curriculum, incorporating skills development which will facilitate careers education and employability skills.

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