



**TOTTINGTON**  
**HIGH SCHOOL**  
Excellence Through Partnership



# CEIAG Policy

2021-22





## July 2021

Careers education and guidance at Tottenham High School serves to prepare students for choices and transitions affecting their future education, training and employment.

### 1. AIMS

Tottenham High School careers provision aims to:

- To help students develop an understanding of themselves and others as individuals including their own and others' strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
- To provide students with opportunities to develop the knowledge, skills and experiences required for further study/employment
- To prepare students so that they can make informed choices and decisions affecting their future
- To motivate students and raise aspirations
- To promote equality of opportunity, challenge stereotyping and support inclusion.

### 2. OBJECTIVES FOR CAREERS EDUCATION AND GUIDANCE

**By the end of their school career students will have had the opportunity to:**

- Consider their own qualities, skills, interests and academic potential
- Investigate the options/choices open to them at the end of KS3 and KS4 and make informed choices
  - Receive high quality impartial advice and guidance
  - Use action planning to support their career development
  - Access relevant careers information
- Develop an understanding of the requirements and conditions in a range of further education providers and employment sectors

### 3. IMPLEMENTATION OF CAREERS EDUCATION

Careers education is delivered through the school Careers, Well-Being and Life skills (CWL) programme and the CEIAG events programme:

- CWL (Careers, Well-Being and Life Skills): Designated topics within the CWL programme at KS3 and KS4. The CWL programme provides both weekly PSHE, citizenship, enterprise and career lessons, and half-termly immersion days for the whole school
- CEIAG Events Programme: Events, sessions and experiences throughout KS3 and KS4. The programme is strategically planned to meet the aims and objectives of the school's careers provision (see above, 2 and 3)

### 4. EQUALITY AND DIVERSITY

Careers education is provided to all students and provision is made to all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

### 5. RESOURCES TO SUPPORT CAREERS EDUCATION AND GUIDANCE

- Careers library: Laptops with internet access, careers literature, prospectuses, central careers base for interviews, application forms.
- Realistic Choices (careers advisor): Careers advice and support provided for all students during their school career.



- Extra support where appropriate: Identified students are provided with additional support by SENCO, HOY/PYM and Form Tutor
- THS Careers provision programme: see above (3)
- Appropriate IT resources – Kudos, Bury online prospectus etc.

## **6. PARENTS AND CARERS**

Parental/guardian involvement is encouraged at all stages. This is promoted through the distribution of the school information highlighting key events and the school website. Parents/guardians are welcome to attend career interviews.

## **7. STUDENT ENTITLEMENT**

All students at Tottenham High School are entitled to receive a high quality programme of careers education and impartial advice and guidance. Students can be expected to:

- Be treated equally
- Be given careers information and advice that is up-to-date and impartial
- Be given extra support should individual need require it
- Be provided with opportunities to develop valuable careers related knowledge, skills and expertise
- Understand how to make applications for the full range of academic and technical courses

## **8. MONITORING, REVIEW AND EVALUATION OF CEIAG PROGRAMME**

The SLT member (Careers Lead – J. Hall) with responsibility for careers and work related learning is responsible for ensuring the CEIAG programme is reviewed and evaluated in line with school monitoring processes i.e. AOP process – Student Voice, Stakeholder Voice, Parent Voice and Personal Adviser. The process of review and evaluation incorporates the following:

- learning walks
- work scrutiny
- lesson observation
- staff interviews
- CPD activity undertaken in relation to CEIAG
- feedback from personal advisers/SENCO regarding career planning needs of the individual/groups
- analysis of destination information to monitor the number of students who progress into training, education and work in relation to labour market trends etc.

## **9. PROVIDER ACCESS**

This policy section sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under section 42B of the Education Act 1997. Also see above (7) for student entitlement. For providers:

- Management of provider access requests: A provider wishing to request access should contact the school careers leader. Contact details for the providers are made available in the careers area of the school website.
- Opportunities for access: Providers are involved in the careers provision programme (see above 3 and 5) and are welcomed to request involvement in the programme or wider careers provision.



**We believe, you achieve**

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