



Careers Policy

Name of Unit/Premises/Centre/School	The Toynbee School
Governors' Sub-Committee	Learning & Teaching
Date of Issue/Review	Jan 2019

Governor Overview

Toynbee School aims to develop and deliver a thriving careers guidance service that is accessible to everyone and gives young people the skills they need to realise their full potential.

Our careers guidance will -

- support everyone to go as far as their talents will take them
- help our young people understand the range of opportunities available to them in today's economy
- help our young people to get an excellent programme of advice, education, information and guidance delivered by individuals with the right skills and experience.
- enable young people to understand the different paths to the work place, plan the steps they need to take and get them from where they are to where they want to go
- give support to young people tailored to their circumstances; including face to face advice and bespoke support for those who need it
- acquire the skills and qualifications they need to succeed in the workplaces of the future
- help them to be inspired about opportunities they might not have known about or that might not exist yet, or thought they could not achieve.
- ensure young people know where their qualifications will lead
- increase participation in higher level qualifications with clear routes so that young people know how to progress to that level
- have access to high quality labour market information and earnings data to underpin their choices
- challenge perceptions and raise aspirations so that subject and career choices are free from gender bias
- recognise the changing needs of business
- aspire to the Gatsby Benchmarks



Operational Overview

We have developed a careers programme for each year group. This is outlined in detail in Appendix A. In creating our programme we have been mindful of, and followed the recommendations in, the following documents:-

‘Good Careers Guidance’ Reaching the Gatsby Benchmarks.

‘Careers Guidance for Education & Training Providers.’ Statutory guidance for governing bodies, school leaders and school staff. Jan 2018 DFE – 00002-2018

‘Careers Strategy: making the most of everyone’s skills and talents. Dec 2017 DFE 00310-2017

‘Personal Guidance Fund’ The Careers & Enterprise Company. May 2018

Our Careers programme is delivered by teaching staff every day through reference and extension in the curriculum; by tutors in tutor time; by PDL staff as part of PDL days, External & Internal speakers.

In assemblies and on PDL Days, visits to local colleges & STEM career sites, plus any opportunities which arise during the course of the year such as S.U.N universities NCOP programme.

Our young people will also have access to independent careers guidance in the form of 1:1 interviews, college advice, parents evenings, results day debriefs and small group specific career talks. Toynbee works with a number of qualified career professionals, employers and training providers to ensure that our young people receive information & guidance on the options open to them.

Further information can be found on our Careers page on our website which has links to a variety of helpful careers guidance sites including the new government site being developed ‘National Careers Service’ and ‘Careers Companion,’ which gives a more local context to the careers information.

Our careers programme will also ensure that providers of technical education & apprenticeships have the opportunity to talk to all pupils through assemblies, PDL Days & Post 16 evenings and we shall provide information to parents, teachers & pupils about T levels as part of our Options and Post 16 process when this is finalised and clear.

All young people at Toynbee will be guided on how to write & present their cv and be supported in the writing of it.



CPD

We have completed the 'Compass' Self Evaluation Tool and audited our provision against the eight Gatsby benchmarks Appendix B

Online & Face to Face training is provided for our Careers co-ordinator (Leader) to ensure they are trained to an appropriate level through the Government funded 'Education & Training Foundation.'

Progression Post 16

We have excellent links with a range of providers in the local community. These providers present information to our young people throughout the school year in year group Assemblies, PDL Days, mock interviews and Post 16 Careers fair evenings.

Our Destination data is presented annually to governors and circulated in school.