

LEGAL REQUIREMENTS FOR SCHOOL

- Anything saying 'must' is a legal requirement of the school
- Continued – provide external careers advice from qualified adviser
- New – provide access to provide of Apprenticeships and other Education providers
- New – Publish a Provider Access Policy
- Not doing this will result In a school showing 'unacceptable behaviour'and Dept. Ed could write to the school
- Special Schools have been included guidance for Mainstream schools and guidance focused on different SEND groups

GOVERNMENT WILL

- Review the guidance annually – Catcote Academy will adopt any changes
- Publish destinations data at KS4 and KS5 – Catcote will ensure data is correct

CATCOTE ACADEMY'S RESPONSIBILITIES

- We are responsible for the continuous quality improvement of careers
- Jackie McGarry – Catcote Academy's Careers Lead will run the Careers Programme and is fully supported and backed by SLT
- Our careers programme will be published on our website by September 2018 for pupils, parents, staff and Governors
- We have a named Governor for Careers
 - In utilising Grofar we keep systematic records of all careers activities and decisions for each student
- Mark Rycraft – Manager of Middleton Grange Shopping centre is Catcote's dedicated Enterprise Adviser who acts as the academy's broker for employers
- We actively purchase careers activities from matrix quality award organisations; Talentino, Barclays
 - Susan Willis – Job Centre Schools Liaison, works closely with our academy.

SEND

CATCOTE ACADEMY ALWAYS:

- considers the widest range of options for each and every student
- works hard to raise aspirations
- engages and works with families
- year on year increase authentic employer encounters
- differentiate only as appropriate
- provide career development for all students
- Adopt a multi agency approach
- Use best practice from Transitions Review
- Use 16-19 Bursaries / 19+ if has EHC plan
- Use Access To Work funding to employ job coaches
- Adopt student centric careers guidance
- Work from the presumption of paid work
- Support career decisions based on students' aspirations, abilities and needs
- Upskill careers advisers to coach SEND
- Build longer term relationships with students and use EHC plans or PEPs to support

CATCOTE ACADEMY'S STUDENTS CAN EXPECT THEIR CAREER JOURNEY TO INCLUDE:

- Having access to their careers programme on our website and Grofar – students from Year 7 through to Year 14
- All of our students by the age of 14 will have accessed careers information (LMI) to support their study decisions including LMI, through Grofar and Employability lessons and through one-to-one vocational guidance interviews
- By the age of 16 our students will have had 2 meaningful encounters with FE College Apprenticeship providers delivered through our annual 'Choices' event and transitional visits and taster days where appropriate
- All students will have two Careers Guidance interviews before career decisions are made at 16 and 18
- Every student will have an employer encounter every year from years 7 – 14
- Information about how important Maths and Science are
- Students will have 2 work experiences before 16 and before 18
- All students will be able to access their individual Careers record through the student portal on Grofar

ADVICE AND GUIDANCE

- Careers Guidance delivered by Catcote Academy will be defined as 'the full range of activities under the 8 Gatsby Benchmarks'
- Jackie McGarry has a Careers plan which secures independent careers which is external to the academy, including employer encounters, websites, National Careers Service – the list is not exhaustive and all activities are tracked through Grofar.
- Personal Guidance will be provided by trained staff within the academy and backed up by external sources
- All students will have opportunities for personal guidance interviews with Jackie McGarry prior to key career decisions at 16 and 18.

GATSBY BENCHMARKS

- Catcote Academy will meet all 8 benchmarks by the end of 2020
- Catcote Academy use the Compass tool to evaluate progress against benchmarks
- Catcote Academy's Careers Leader and Enterprise Advisers will have a Careers Leader and Enterprise Advisers will have a Careers Strategy
- Catcote Academy will plan to take the **Quality Standards award**