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

**Policy Custodians:** Head of Careers & Deputy Head (Staff Development)

**Approving Body:** MTS Senior Leadership Team

**Approved:** June 2024

*(This policy does not apply to Merchant Taylors' Prep)*

The Careers Education, Information, Advice and Guidance (CEIAG) programme at Merchant Taylors' School is designed to deliver targeted and personalised provision that equips all pupils with the knowledge and skills to achieve positive outcomes in their career.

Governors and staff are committed to providing a high quality, planned programme of inspiring, informative and supportive impartial CEIAG and guidance activities for all pupils, working in partnership with our wider school community, businesses and other providers.

The programme is designed to deliver a stable programme of careers guidance activities from Year 7 to Year 13 centred on the Gatsby Charitable Foundation's Benchmarks:

- A stable careers programme
- Learning from careers and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

In addition to delivering a programme that fulfils the Gatsby Benchmarks, the CEIAG programme aims to achieve a number of additional goals:

- To encourage pupils to aspire to ambitious education and career pathways based on their strengths, interests and personality and which fulfil their potential;
- To support pupils to develop strong career management skills;
- To encourage pupils to consider a range of careers free from stereotypical assumptions;
- To encourage pupils to always make informed choices;
- To provide a range of inspiring and meaningful opportunities to learn about future education and career opportunities throughout their school life;
- To help pupils understand the impact of different educational choices on their career pathways and how to evaluate the full range of education and employment options and pathways available to them;
- To enable pupils to develop excellent enterprise and employability skills;
- To encourage pupils to see themselves as individuals, responsible and able to make proactive, positive decisions about their futures.

The Careers Education programme is developed in line with the CDI Framework and is delivered through the PSHE and Pastoral programmes as well as other aspects of the school's core curriculum and co-curricular activities. Additional careers information and advice is delivered through a diverse

programme of Careers and Enterprise events, our outside speaker and lecture programmes. The Head of Careers is a member of the SCR and works closely with pastoral and academic Heads of Section/Department to encourage and support the integration of careers related learning across the school. Careers learning and encounters with employers are adapted to ensure ongoing provision as far as is possible during periods of restrictions due to covid-19.

The leadership and day to day coordination of the careers programme is delegated to the Head of Careers (Careers Leader) who also provides careers guidance to pupils which aims to be impartial, confidential, responsive to pupils' needs and underpinned by the principles of Equality and Inclusion. The Head of Careers holds a qualification at Level 6 or above that qualifies them for membership of the Career Development Institute (CDI) Professional Register. The Head of Careers is supported by the SLT and directly manages a small team of administrative staff (Work Experience and Enterprise Coordinator, Careers Coordinator) who implement much of the day-to-day programme.

Impartial individual careers guidance is available to all pupils on request and offered to all pupils in a year group at key transition points (e.g. KS4/5) and whenever significant study or career choices are being made.

Students have access to a wide range of resources. A dedicated Careers Library, accessible to pupils at all times, provides a comprehensive and up-to-date selection of books, magazines, reports and higher education prospectuses. This is enhanced by a departmental website specifically designed for MTS pupils, staff and parents, providing a wide range of up-to-date information, support resources, advice and signposting.

Structured in-school events provide significant opportunities for engagement with employers and employees throughout the pupil's time at MTS. Specific attention is made to ensuring the widest range of careers are represented at such events including STEM and creative careers as well as a range of professions.

Work experience/shadowing/insight is actively encouraged in all years with particular emphasis from the summer of Year 11 onwards. Pupils are encouraged to be proactive in securing their own placements to develop their job searching and networking skills, although the school offers additional support to pupils without access to contacts.

The Head of Careers works closely with the Head of Learning Support and Pastoral leads across the school to support pupils with SEND to ensure they are fully included in all careers activities.

The Careers programme is reviewed at least annually by the Head of Careers using a variety of data including feedback from pupils, parents, teachers and partners who support our programme.

This policy document should be read in conjunction with the following:

- MTS Careers Development Plan and Annual Activity plans
- MTS website (Careers pages)
- Other relevant MTS policies

Head of Careers  
Deputy Head (Staff Development)  
June 2024