



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

Careers Policy

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‘ Opening Doors To The Future ’

‘ Agor drysau i’r dyfodol’

Original Completion Date

January 2015

Author

Rachel Faulkner, Deputy Head- Standards

MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Date:
.....

Headteacher

Signed: Date:
.....

Chair of Governors

Review Date

Author

Our Vision

'To open doors to the future'

Our Mission Statement

That children, staff, parents, carers and all stakeholders work actively in partnership to enable all pupils to realise and reach their full potential.

Aims

- For pupils to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For pupils to value themselves
- To foster a sense of belonging to a community

Our Values

- We create
- We respect each other
- We try our best
- We are a team
- We learn from mistakes
- We celebrate each other's success
- We are polite and considerate
- We produce magic moments

We want every child to be safe and happy in our school. We believe that the key to this is for us all to have self-respect, respect for others and respect for property.

Everyone has the right to:

- Feel safe, cared for and respected.
- Be able to learn to the best of his/her ability and to develop whatever skills he/she possesses.
- Be treated equally irrespective of gender, race, physical characteristics or any other factors.
- Learn and play without disruption.

Everyone is expected to:

- Be responsible for their own behaviour
- Respect the rights of others
- Share our values

AIMS

Greenfield School strives to promote the educational, moral, spiritual and social development of all pupils and to prepare them for life beyond school through a broad, balanced, relevant and coherent curriculum. Careers and the World of Work is about the relationships between young people, their learning and the world of work, allowing them to see the value of education, skills and accreditation. The Careers Education and Guidance curriculum is subject to external moderation and accreditation by national award bodies. Careers Quality Mark was achieved in May 2016.

OBJECTIVES

- To deliver high quality, accredited Programme of Study validated by recognised awarding bodies such as Edexcel and OCR etc.
- To recognise and record achievements and seek to offer external accreditation at KS 4 and Post 16 for all students.
- To regularly monitor and evaluate accredited courses and seek to extend the opportunities for accreditation of the KS4 and Post 16 curriculum.
- To offer the students opportunities to experience a wide range of situations and activities.
- To ensure that all students receive effective preparation for transition to adult life via appropriate Link / Transition Programmes with future placements. This may include day services, college and work providers.
- To facilitate access to and inclusion in the World of Work and FE opportunities wherever possible with Taster and Link courses at Merthyr College.
- To encourage and develop the concept of the “lifelong learning” being drawn from a wide range of opportunities and experiences, regardless of the learning pathway that a student chooses to follow

TEACHING AND LEARNING

- The CEG co-ordinator is responsible for the planning, co-ordination and monitoring of the curriculum.
- All staff are required to deliver the careers curriculum as detailed in the curriculum policy.
- Edexcel Personal Progress, skills for work and independence all contain units relating to Careers and the World of Work and community involvement.
- The style of delivery will ensure access for all pupils regardless of ability or gender.
- All pupils will benefit from a range of opportunities relating to CEG and have access to appropriate programmes and support
- KS4 and Post 16 students will have the opportunity to participate in mini- enterprise/Young Enterprise and entrepreneurial activities where possible.
- Partnership Agreement with Careers Wales.
- Local industry and business links.
- Students are encouraged to take an active part in assessment and planning for the future. This is incorporated into the transition plans and PCP paperwork as part of the annual review.
- From year 10 pupils will, where appropriate, have the opportunity to participate in a work experience placement either in house or in the local community. This will depend on the individual plan for the pupil and future destinations.
- Develop links with the 14-19 network.

KEY SKILLS

The following Key Skills form an integral part of the curriculum as a whole and are highlighted throughout the Schemes of Work.

DEVELOPING COMMUNICATION

Pupils will be given opportunities where appropriate in their CEG studies to develop and apply their skills of speaking, listening, reading, writing and expressing ideas through a variety media.

DEVELOPING NUMBER

Pupils will have the opportunities where appropriate in their CEG studies to develop and apply their knowledge and skills.

DEVELOPING ICT

Pupils will be given opportunities where appropriate in their study of CEG to develop and apply their IT skills to obtain, prepare, process and present information and communicate ideas with increasing independence.

DEVELOPING THINKING

Pupils will be given opportunities where appropriate in their CEG studies to develop and apply their skills of asking appropriate questions, making predictions and coming to informed decisions.

LEARNING ACROSS THE CURRICULUM CYMREIG

Pupils should be given opportunities where appropriate to develop and apply knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

PERSONAL AND SOCIAL EDUCATION

Pupils will be given opportunities where appropriate to develop and apply the attitudes, values, skills, knowledge and understanding relating to CEG throughout the curriculum as a whole.

CAREERS AND THE WORLD OF WORK (11-19) ORGANISATION

Greenfield School has a Service Level Agreement with Careers Wales West, this facilitates:-

- Visits by the Careers Advisor for pupils with SEN to meet parents, interview students, discuss options and attend (Year 9 upwards) 14+ and other relevant Educational Review meetings
- Risk assessments of work placements to be checked through CWW database.

STAFF DEVELOPMENT

- In house training delivered by staff as appropriate.
- Networking with colleagues from other schools, colleges and centres.

EQUAL OPPORTUNITIES

All pupils will have access to a broad, balanced and relevant curriculum regardless of their race, culture, background, gender or disability. All areas for equal opportunity will be taken into consideration in the planning and delivery of lessons and activities. Provision should be made to enable the use of switches, IT communication aids etc. and the deployment of and support given by staff

HEALTH AND SAFETY

It is the responsibility of all staff and where appropriate, pupils to be aware of Health and Safety issues in relation to CEG. Positive attitudes should be developed towards personal safety and that of others when using equipment.(EBP to carry out risk assessments at work placements.) Any issues arising should be brought to the attention of the Headteacher / Health and Safety Officer and a risk assessment carried out.

MONITORING, EVALUATION AND DEVELOPMENT

- Accredited courses will be monitored evaluated and developed during time allocated for planning and evaluation of SOW.
- Staff involved in delivering the accredited courses will network with colleagues in other schools and colleges by attending moderation meetings and courses arranged by the appropriate awarding bodies.
- Accreditation will be achieved by internal and external moderation.
- Individual progress and attainment in PSD and Citizenship is assessed and targets set annually using P Levels/ B squared.
- Achievement File promotes ongoing review, planning and development as part of lifelong learning.
- Employers to show progression and development of skills.