



TRRS CAREERS POLICY

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INTRODUCTION

The Roman Ridge school recognises that Careers Education, Information, Advice & Guidance (CEIAG) makes a significant contribution to preparing young people to take their place as suitably qualified and responsible adults within society. We want our students to feel confident to make informed choices and achieve personal and economic wellbeing throughout their lives. Our CEIAG programme is co-ordinated by our Careers & Guidance Department and Management, providing students with information, advice and guidance which is impartial, unbiased and based on the student's needs.

Our Careers & Guidance Department supports students to develop essential skills which are highly valued by employers and universities. By engaging parents and the local community our aim is for every student to fulfill their potential and be inspired to achieve a successful future. The department provides a programme of activities for all students from Form 1 to Upper 6, which connects their academic work to the real world and exposes them to various pathways, which will help them to plan their further studies and manage their careers.

Our CEIAG programmes seek to:

- Inspire students about their future prospects
- Raise aspirations, broaden horizons and raise awareness around the opportunities available
- Enable students to make realistic and well-informed career decisions and transitions
- Equip students with the employability skills and study skills they need to succeed beyond school life
- Meet students' needs and be sensitive to their context to ensure guidance is appropriate
- Be woven into the overall curriculum
- Actively engage students themselves, their Parents/Guardians and our professional and community network

The Gatsby Benchmark is a framework outlining best practice careers provision in schools and our programmes are guided by this from Form 1 to Upper 6. These guidelines are also embedded within curriculum and various enrichment activities organised across the Middle & Senior School (see Appendix 1)

CAREER RELATED EVENTS & PROGRAMMES

The Careers & Guidance Counsellor is responsible for the day-to-day delivery of CEIAG programmes, working closely with the Principal and Head of Senior School. Staff contribute to CEIAG delivery through their roles as Form Tutors and Subject Teachers. Careers education is embedded through the taught academic curriculum where appropriate. Each subject area references appropriate careers and life skills at every opportunity.

Careers education sessions are delivered by the Careers & Guidance Counsellor during Prep or Form Tutors during Form Period and the PSHE sessions.

The programme for each year group is constructed around general careers education, assemblies, university fairs (UK, Canada, USA, Ghana, Europe, Asia) hosted in school, visits to local universities, special events and talks by Guest Speakers about various career fields and employable skills, work-related learning through annual work placements, optional summer internship opportunities, online and printed information, individual interviews with the Careers & Guidance Counsellor and Management.

TRRS has registered all Senior School students to Unifrog, which provides them with access to personality testing, career compatibility feedback and recommendations for future pathways. This digital platform enables the Careers & Guidance Counsellor to provide personalised guidance and support to each student when planning for further studies and university applications during their small group sessions or 1:1 meetings.

Student-led conferences are held annually and require Senior School students to prepare a presentation outlining their academic performance to date, their academic targets, subject choices, as well as related university plans and career aspirations. Presentations are delivered to the student's Parent/Guardian, Careers & Guidance Counsellor, as well as their Form Tutor and/or Head of Senior School for discussion and feedback.

PARTNERSHIPS

To ensure we provide our students with impartial and up to date advice on further studies and careers, TRRS works with a range of partners. This includes international agencies and representatives from renowned institutions who work in conjunction with: The British Council, The British High Commission, USA Embassy (Education USA) and The Canadian High Commission. We also work directly with representatives from a wide range of local and international universities, colleges and reputable organisations to provide our pupils with varied and balanced advice.

Our TRRS Parent network is very supportive of our CEIAG programmes and regularly serve as Guest Speakers in the Middle & Senior School, providing valuable insights into their careers and the world of work, employable skills and the importance of a well-rounded education.

Our parents and reputable organisations in our community host our Senior School students for 2-3 day work placements and summer internships each year. These experiences provide our students with invaluable practical knowledge and first-hand experiences in their chosen career paths.

APPENDIX 1:

The Eight Gatsby Benchmark

1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school’s careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes
6. Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a career’s adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs

