



Hexham
Middle School
spes durat anorum

Hexham Middle School Careers Education Information Advice and Guidance (CEIAG) Policy

September 2024

Next annual update: September 2025

Rationale

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

For further information about our careers programme, please visit our [website](#) .

Purpose

Hexham Middle School is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the school's overall vision and is linked to the School Development Plan. Trustees and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

Commitment

Hexham Middle School is committed to providing all its pupils with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for pupils by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies such as North East Learning and Enterprise Partnership. HMS is committed to working towards Gatsby benchmarks.

Management

This area is supported by a link Trustee – **Veryan Johnston**. A senior leader has strategic responsibility for CEIAG, **Paul Freeman-Myers**, Assistant Headteacher for Personal Development. The senior leader will ensure staff who deliver CEIAG have access to relevant training. The senior leader will review and evaluate the provision with all stakeholders including young people.

Curriculum Provision

Pupils in year 5 and 6 develop any increasing awareness of the opportunities available to them in terms of further education, training or the world of work. There is a planned programme of learning experiences with learning outcomes for Year 7 and 8 which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

Personal Provision

Elements of the above will require access to individual information advice and guidance through internal staff; external visitors (specialist face to face careers guidance); and mentors.

We are able to secure additional access to face-to-face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable pupils through externally contracted agreements. Our pupils with Education Statements (EHCPs) are able to access one-to-one guidance by an Information Advice Guidance (IAG) Personal Adviser.

Resources

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser.
- Adequate staffing
- Pupil, staff and parental/carer access to information on request and electronically (including the school website)
- Designated space for individual, group and research sessions.

The School Careers Leader is responsible for the effective deployment of resources. The school's library is updated annually via the addition or replacement of books, pamphlets. Displays around school in the corridors and in classrooms will help to promote CEIAG. ICT facilities are available at HMS in computer suites, I-pads and teaching spaces. This enables pupils to access the available interactive websites. These facilities provide opportunities for research into education, training and employment.

Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- universities
- employers and training providers
- parents and carers
- others specific to our school

Approval and Renewal

This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement. The date of renewal is **September 2025**