



### The School

Highcliffe School is located near Christchurch in Dorset. It is a high achieving and successful 11- 18 Academy and Specialist College with approximately 1450 students, including over 270 in the Sixth Form.

The School serves a wide geographical area and takes students from the neighbouring authorities of Hampshire and Bournemouth as well as from Dorset. For further information about the school please visit the school website at [www.highcliffeschool.com](http://www.highcliffeschool.com)

### Career Education, Information, Advice and Guidance (CEIAG)

The School benefits from an independent careers adviser in attendance 4 days per week, paid for by the school through Ansbury (a specialist careers guidance organisation). This advisor works closely with the Senior Leadership team and Heads of Achievement to ensure there is broad and targeted CEIAG support for all students.

It is one of the school's key priorities to provide opportunities for all students to develop their personal and social skills and fully prepare them for working life. Students are also given support to help explore, develop and manage their career goals throughout their time at the school. In recent years significant progress has been made in developing a model to deliver careers education as a core element within PSHE. It is also delivered discretely in curriculum areas, and as part of the school's guidance and welfare curriculum.

CEIAG is frequently a topic in the staff and student bulletins, the school newsletter (H2U) and the school website - all of which are shared with the community including feeder schools, students, parents, local employers and businesses. The school's commitment and pride in the then-named **Investor in Careers CEIAG quality award** was seen in the school prospectus and the importance of CEIAG is clear in the Sixth Form prospectus as well.

{Investor in Careers – CSW Group is now a Licensed Awarding Body for the single national Quality in Careers Standard}

## Key Principles

CEIAG is a high priority for the school supported by all staff who are made fully aware of the school's provision. Due to the changing nature of government decisions and policies, as well as the changes to the school staffing structure, the CEIAG policy is regularly updated.

There is a formal CPD session for new and newly qualified staff about CEIAG and in particular the role of the tutor. This information and training is updated to cover new trends and decisions, for example RPA has called for information about pathways to be updated. CEIAG is a regular item on school meeting agendas and is reviewed regularly by the school Governors who have consistently been very supportive of CEIAG.

## Curriculum

Throughout their time at Highcliffe School each student has the chance to explore learning through work, about work and learning for work. They are provided with a range of opportunities and activities that are appropriate to each learner, and where the students can reflect on their experiences and identify learning outcomes that relate specifically to the National Framework for careers, work related learning and enterprise 11-19.

By the beginning of Year 11, all of the school's students have a portfolio to improve and develop in preparation for their progression interviews. They are taught the importance of a well-written CV and Personal Statement as well as key interview skills and presentation, both at KS4 and in the Sixth Form.

Some students have the opportunity to follow a range of vocational courses delivered through partnerships with other local providers.

All students receive their CEIAG provision directly through rotational PHSE lessons. In addition, the integration of CEIAG is found within schemes of work in most curriculum subjects. The school's Virtual Learning Environment hosts CEIAG software specific to each key stage, which students can access to supplement their own careers exploration and to complement the careers library.

The school has a CEIAG policy and programme that covers every year group and meets the requirements which initially placed schools under a duty to secure access to independent and impartial careers guidance for students in Year 9-11 (2011 Education Act). This is exemplified by what the school describes as its *"outstanding working relationship with Ansbury as the local IAG provider"*.

Equally, in relation to the Career Guidance in Schools Regulations (2013), which subsequently required schools to extend this access to the age range and now covers Years 8-13, the school already had provision of CEIAG to cover each year group in the school, with the extended delivery offered in a summer Activities Week programme.

There is significant CEIAG provision for Sixth Form students, including an annual Future Pathways day which covers UCAS and Non-UCAS pathways.

### **External Liaison and Employer Engagement**

Highcliffe School has always had a positive relationship with local and national employers and providers, which has served to enrich and extend the career exploration, development and pathways for our students.

- The school has strong links with local employers who provide quality work experience placements and employment opportunities for Year 10 and Sixth Form students.
- Barclays LifeSkills volunteers have been working with the Year 10 students after their work experience to provide effective debrief workshops for the past few years.
- Employer engagement also includes mock interviews for all Year 10 students, and for 6<sup>th</sup> form students on request.
- The school is fortunate to have an extensive number of local professional people who are willing to mentor and support 6<sup>th</sup> form students with their university applications.
- KS4 students have the opportunity each year to attend the Hampshire Solent Skills Festival and the Dorset Skills Show Experience.
- The Child Development and Child Care courses are able to provide placements and visits to a range of local nurseries.
- There is further vocational support from employers and local providers for students following Engineering and Hair and Beauty which is show-cased and celebrated each year.
- There is a strong link with Bournemouth Hospital Stroke Unit, where students from ADT regularly visit and provide art work.
- Equally, staff from a well-known local restaurant (The Pig) offer support for an enhanced catering course.
- The school also has links with employers who offer presentations throughout the year in different curriculum areas (Business Studies/ICT/Art/Drama/Dance) to help students understand how their learning can be applied to the world of work.

In a recent inspection by OFSTED (July 2014) the report stated: ***“Students’ personal, social and employability skills are promoted.... this links closely with the school’s own established programme of careers advice and guidance”.***

Students in Year 11 and in Sixth Form who are at risk of not entering employment, education or training (NEET) or Risk of Not Participating (RONI) attend specific sessions provided by the Local Authority to improve their Employability and to provide more specific and personalised advice and guidance. As a result of all of this work the Highcliffe community has an annual NEET score that is well below the local and regional averages and

has a statistical trend of being in the 0% to 1% range at age 16. The school (and its partner Ansbury) say they ***“are quite rightly very proud of these excellent participation and progression rates.”***

### **CEIAG Quality**

To facilitate best practice, the school worked to the principles and framework of the then-named Investor in Careers CEIAG quality award, achieving the Full Award in 2010, was successfully reassessed in June 2013, and [in 2017 was reassessed under the Quality in Careers Standard by the CSW Group’s Investor in Careers team as the Licensed Awarding Body.](#)

The school says that *“This has allowed excellent practice to be embedded within the school with CEG entitlement statements clearly identified to staff and students.”*

### **SCHOOL CONTACT DETAILS:**

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