

# Employability policy

*“To inspire, prepare and equip young people for their future.”*

## **Purpose:**

This policy is about equipping students with the knowledge, skills and key attributes that are believed to be essential for individuals to secure and sustain employment.

The education, information, advice and guidance we offer should provide every student with the opportunities to reflect on their career aspirations and help them to see their learning in the context of preparing for the world of work.

## **Aims:**

Provide relevant, impartial information, advice and guidance relating to career opportunities for all students.

Enable students to make well-informed choices about pathways available to them at key transition points in their education.

Ensure all students have the opportunity to develop employability skills, particularly those who are hard to reach and those at risk of not gaining employment.

Track the career aspirations of every child to ensure appropriate support and intervention is in place for all students.

Bring students into contact with employers.

Raise the profile of employability skills amongst students, staff and parents.

Ensure parents are well informed so that they can assist their child in making important decisions.

## **To achieve our aims we will:**

- Design a curriculum that develops the key transferable 'soft' skills which are generic across most employment sectors:
  - Communication skills
  - Thinking, Problem Solving and decision making skills
  - Interpersonal and team working skills
  - Self motivation and time management skills
  - Aesthetic skills (the way in which individuals present themselves at work)
  - Understanding the needs of the economy and businesses

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Through our curriculum will we emphasise the importance of literacy, numeracy and presentation skills for employability.

- Provide a programme that develops job seeking skills, including:
  - Producing a letter of application and
  - Writing a curriculum vitae,
  - Conducting themselves well at interview
  
- Provide multiple opportunities for all students to come into contact with employers.
- Prepare students to make informed decisions as they approach the next stage of their education/employment.
- Ensure that high-quality information is available to students, parents and staff regarding options, pathways and careers.
- Work in partnership with the Department of Economic Development to maximise the impact of the careers service and the careers advice available.
- Use destination data and career aspiration data alongside attainment and progress data to mentor and coach students about their pathway
- Evaluate provision annually in order to regularly improve and update our careers and information processes.

### **Roles and responsibilities 2016/2017**

#### **Governors**

To review the provision and strategic direction of CEIAG, ensuring that it is fit for purpose and fulfils the latest statutory guidance.

#### **Headteacher:**

To monitor CEIAG provision and delivery across the school.

Mr A C Fox

#### **Employability Team:**

To monitor and implement CEIAG provision and delivery across the school.

Mr T. N. Smith (Deputy Head)

Mrs A C Daugherty (Assistant Head)

Mr S J Ryder-Clague

#### **Independent Careers Adviser:**

To conduct interviews with students and provide individual career action plans

Mr Andrew McKinley

#### **Monitoring and review**

Monitoring will take place via regular meetings with Mrs A C Daugherty and Mr S J Ryder- Clague.

#### **Communication**

This policy will be primarily communicated to all stakeholders via publication on the school website.

#### **Governor's approval date:**

St. Ninian's High School - Employability policy (2016) - DRAFT

September 2017

**Next review September 2018**