

## Our vision

We believe all young people studying at Hurworth House School should have the opportunity to gain the skills, experience and qualifications needed to reach their potential in their chosen pathway.

We will coach all young people to gain transferable skills that will prepare them for the world of work.

We will signpost and support Parents and Carers in order for them to assist young people in raising aspirations and achieving goals.

We will work creatively with appropriate partners to ensure all young people are given robust information advice and guidance, employer encounters, work experience and experiences of Further and Higher Education.

CEIAG will be tailored to an individuals needs and to build character. We will concentrate on what is achievable rather than any barriers.

CEIAG has a whole school focus from key stage 2 to post 16 provision and is cross curriculum.

Hurworth House School will be compliant with SEND Code of Practice, 2017 National Careers Strategy and updated 2023 statutory guidance.

Hurworth House is committed to challenging stereotypes and embracing the diversity in our School and society.

Hurworth House School measures its CEIAG provision against the 8 Gatsby benchmarks: A stable careers programme, learning from career and labour market information, addressing the needs of each pupil, linking curriculum learning to careers, encounters with employers and employees, experience of workplaces, encounters with further and higher education, personal guidance. School will ensure that we are fully compliant with all benchmarks in order to ensure our students have a robust and comprehensive provision.

Additionally Hurworth House uses the Career Development Institutes framework to inform our CEIAG offer. CDI identifies six career development skills that people need to have in order to have positive careers: Grow throughout life, Explore possibilities, Manage Career, Create opportunities, Balance Life & Work, See the Big picture. School will assist young people in equipping themselves with these skills so they are ready for their career journey throughout adult life.

## Implementation

At Hurworth House School we recognise that all young people are unique and as such will need individualised advice and guidance throughout their time at our School. All young people will receive CEIAG that is tailored to their needs and right for them.

Different programmes and activities will be offered at different key stages to ensure our offer is age appropriate and follows a natural progression through a young persons journey in our School.

We will implement our offer through targeted focus weeks and days and ongoing activities throughout the academic year. CEIAG will be embedded into our School curriculum and all Teachers and Teaching Assistants will receive training in delivery.

We will regularly audit our CEIAG offer using Careers and Enterprise Audit Tool in order to make continual improvements.

We request and welcome feedback from Parents and Employers to help guide and improve our CEIAG offer.

## Advice and Guidance

All students at Hurworth House School will receive advice and guidance from a range of sources to assist them in choosing and working towards a career pathway. Advice and guidance will be given by Hurworth House staff, FE, training providers, sixth form and HE staff end employers. Young people will be encouraged to investigate pathways online and signposted to appropriate sources of information.

All Hurworth House students will have access to a level 6 qualified Careers Advisor who will provide impartial advice, guidance and support for young people. This support be available through all age groups and key stages and differentiated to take into account a students age and any additional needs they may have.

Hurworth House is compliant with provider access legislation and will ensure all students have at least two encounters with providers of technical education and apprenticeships in each key stage.

## Key Stage 2 offer

- Travel training. Including road safety. (Benchmarks 1,3)
- Impartial advice sessions delivered by level 6 qualified Careers Advisor exploring; Gender stereotyping, future jobs, the world of work, personality in Careers, behaviours in work. (Benchmarks 1,2,3,8)
- Attendance at Hurworth House Career Fair and/or virtual Career Fairs (Benchmarks 1,2,3,5,7,8)
- Employer encounters in School and virtual employer encounters (Benchmark 1,2,3,4,5,6,8)
- Bespoke transition planning for accessing Secondary education (Benchmark 3)
- Encounters with Further and Higher Education providers in School (Benchmark 7)
- Learning about local and national labour market (Benchmark 2)
- Visits to appropriate workplaces related to curriculum (Benchmark 4)
- Participation in Schools CEIAG intervention weeks. (Benchmarks 1,2,3,4,5,6,7,8)

## Key Stage 3 offer

- Travel training including accessing public transport and staying safe whilst travelling. (Benchmarks 1,3) (CDI Grow Throughout Life, Manage Career)
- Individual impartial advice and guidance sessions delivered by level 6 qualified Careers Advisor. Records of sessions will be produced and plans recorded. (Benchmarks 1,2,3,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, See the Big Picture)
- Employer encounters in School (Benchmarks 1,2,3,4,5,6,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work)
- Attendance at Hurworth House Career Fair and/or virtual Career Fairs (Benchmarks 1,2,3,5,7,8) (CDI Grow Throughout Life, Explore possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Attendance at external Career Fairs (Benchmarks 1,2,3,5,7,8) (CDI Grow Throughout Life, Explore possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Participation in enterprise activities (Benchmarks 1,2,3,4,5,6,7,8) (CDI Create Opportunities, Balance Life & Work)
- Apprenticeship Advice through Tees Valley Provider Network (Benchmarks 2,3,5,8) (CDI Explore Possibilities, Manage Career, Balance Life & Work, See the Big Picture)
- Encounters with Further Education Providers, Higher education providers and Training Providers in and out of School (Benchmark 7) (CDI Explore possibilities, Manage Career, See the Big Picture)

## Key Stage 3 offer

- Learning about local and national Labour Market from Panjango card game and LMI bulletins (Benchmark 2) (CDI Explore possibilities)
- Visits to workplaces (Benchmark 4) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Community volunteering opportunities (Benchmarks 1,2,3,5,6) (CDI Grow Throughout Life, Explore Possibilities, Balance Life & Work, See the Big Picture)
- CEIAG embedded into all curriculum areas and monitored through lesson observations (Benchmark 4) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Participation in Schools CEIAG intervention weeks (Benchmarks 1,2,3,4,5,6,7,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)

## Key Stage 4 offer

- Travel training including budgeting for journeys, reading timetables, purchasing tickets (Benchmarks 1,3) (CDI Grow Throughout Life, Manage Career)
- At least two Individual impartial advice and guidance sessions delivered by level 6 qualified Careers Advisor. Records will be produced and plans recorded. (Benchmarks 1,2,3,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, See the Big Picture)
- Advice and guidance from a range of sources (Benchmarks 1,2,3,8) (CDI Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Employer encounters in and out of School (Benchmarks 1,2,3,4,5,6,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work)
- Attendance at Hurworth House Career Fair and/or virtual career fairs (Benchmarks 1,2,3,5,7,8) (CDI Grow Throughout Life, Explore possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Attendance at external Career Fairs (Benchmarks 1,2,3,5,7,8) (CDI Grow Throughout Life, Explore possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Participation in enterprise activities (Benchmarks 1,2,3,4,5,6,7,8) (CDI Create Opportunities, Balance Life & Work)
- Apprenticeship Advice through Tees Valley Provider Network (Benchmarks 2,3,5,8) (CDI Explore Possibilities, Manage Career, Balance Life & Work, See the Big Picture)



## Key Stage 4 offer

- Encounters with further education providers, higher education providers and training providers in line with chosen progression pathway (Benchmark 7) (CDI Explore possibilities, Manage Career, See the Big Picture)
- Exploring local and national labour market from multiple sources (Benchmark 2) (CDI Explore possibilities)
- Employer encounters (Benchmark 4) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Community volunteering opportunities (Benchmarks 1,2,3,5,6) (CDI Grow Throughout Life, Explore Possibilities, Balance Life & Work, See the Big Picture)
- CEIAG embedded into all curriculum areas and monitored through lesson observations (Benchmark 4) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)

## Key Stage 4 offer

- In house and/or external work experience opportunities including virtual work experience (Benchmarks 1,2,3,5,6)
- Participation in Schools CEIAG intervention weeks (Benchmarks 1,2,3,4,5,6,7,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)

## Key Stage 5 offer

- Travel Training including exploring travel options to chosen progression destination (Benchmarks 1,3) (CDI Grow Throughout Life, Manage Career)
- At least two Individual impartial advice and guidance sessions delivered by level 6 qualified Careers Advisor. Records will be produced and plans recorded. (Benchmarks 1,2,3,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, See the Big Picture)
- Advice and guidance from a range of sources in line with career aspirations (Benchmarks 1,2,3,8) (CDI Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Employer encounters in and out of School in line with career aspirations (Benchmarks 1,2,3,4,5,6,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work)
- Attendance at Hurworth House Career Fair and/or virtual career fairs (Benchmarks 1,2,3,5,7,8) (CDI Grow Throughout Life, Explore possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Attendance at external career fairs (Benchmarks 1,2,3,5,7,8) (CDI Grow Throughout Life, Explore possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Apprenticeship Advice through Tees Valley Provider Network (Benchmarks 2,3,5,8) (CDI Explore Possibilities, Manage Career, Balance Life & Work, See the Big Picture)

## Key Stage 5 offer

- Encounters with multiple further education providers, higher education providers and training providers in line with chosen progression pathway (Benchmark 7) (CDI Explore possibilities, Manage Career, See the Big Picture)
- Exploring local and national labour market from multiple sources (Benchmark 2) (CDI Explore possibilities)
- Visits to workplaces (Benchmark 4) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Community volunteering opportunities (Benchmarks 1,2,3,5,6) (CDI Grow Throughout Life, Explore Possibilities, Balance Life & Work, See the Big Picture)
- CEIAG embedded into all curriculum areas and monitored through lesson observations (Benchmark 4) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)

## Key Stage 5 offer

- Internal and/or external work experience opportunities including virtual work experience (Benchmark 1,2,3,4,5,6) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)
- Job search and interview skills and techniques (Benchmarks 2,3,4,6,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career)
- Participation in Schools CEIAG intervention weeks (Benchmarks 1,2,3,4,5,6,7,8) (CDI Grow Throughout Life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life & Work, See the Big Picture)

## CEIAG Calendar

To ensure all young people at Hurworth House have every opportunity to benefit from CEIAG activities we run focus weeks and days throughout the academic year. Activities will be differentiated to ensure the needs of all learners are met. Please find below Calendar of activities.

### September

18 National Fitness Day

23-29 Rail safety week

### October

4 World Animal day

Black History month

10 World mental health day

14 – 20 Recycle Week

### November

11 – 15 Anti bullying week

17-23 Road safety & Travel training

31 Diwali

## CEIAG Calendar

December	January	February
2- 6 Employability week	20-25 Labour Market week	10-16 National Apprenticeship week
	13-17 Work experience week	3-9 Childrens mental health week
	29 Chinese New Year	11 International day of women and girls in science
	27 Holocaust memorial day	11 Online safety day

## CEIAG Calendar

### March

3-8 National Careers Week

17-21 FE, Sixth Form & Higher Education week

Womens History month

15-21 Downs syndrome week

6 World Book Day

### April

22 Work Experience Week

20 Easter Sunday

22 Earth day

2-8 Autism day

Stress awareness month

### May

3 Hurworth House Careers Fair

8 VE day



## CEIAG Calendar

### June

14 King Charles III Official birthday

Pride awareness month

22 Windrush

28 Armed Forces Day

3-9 Volunteers week

### July

7-11 Community & Volunteering week

16 Landing of the moon

## Parents and Carers

Hurworth House recognises the vital role parents and carers play in raising aspirations in young people and offering them advice and guidance as they move through stages of education. As such we are committed to providing support for parents in carers so they have the tools needed to fulfil this role. Hurworth House will support parents and carers in the following ways.

- Regular contact from Tutors, key workers and career lead as necessary. The level of contact required will be led by parents/carers.
- Newsletters, Apprenticeship opportunities, information from FE and Training providers sent out to parents
- Parents evening
- Meeting with Career Lead and SLT available on request
- Information on Website
- EHCP reviews
- Support to Parents/Carers when completing forms on behalf of young people

## Parents and Carers

- Support for Parents/Carers when attending interviews with young people

Please find below links to useful sources of information that will help parents/carers in supporting young people.

- <https://www.teesvalleycareers.com/parents/> - Advice for Parents/Carers on supporting young people with future plans
- <https://nationalcareersservice.direct.gov.uk/> - National Careers Service advice to help make decisions on learning, training and work.
- <https://amazingapprenticeships.com/> - Apprenticeship advice and vacancy search
- <https://www.ucas.com/> - Higher Education advice and applications
- <https://www.careersandenterprise.co.uk/> - Information on Careers guidance for young people, parents/carers and professionals
- <https://www.hotcourses.com/> - Search Engine for training, further and higher education courses.
- <https://www.indeed.co.uk/> - Job Search website
- <https://www.monster.co.uk/> - Job search website

## Parents and Carers

- <https://www.fish4.co.uk/> - Job search website
- <https://barclayslifeskills.com/> - Advice for young people entering the world of work
- <https://www.allaboutcareers.com/> - Career advice and job search
- <https://apply.army.mod.uk/> - Armed Forces career advice
- <https://www.royalnavy.mod.uk/careers> - Royal Navy career advice
- <https://www.raf.mod.uk/recruitment/> - RAF career advice
- <https://www.healthcareers.nhs.uk/> - NHS career advice
- <https://www.healthforteens.co.uk/sexual-health/> - Sexual Health advice for Teenagers
- [https://teesvalley-ca.gov.uk/InstantAtlas/Tees\\_Valley\\_Data\\_Insights/atlas.html](https://teesvalley-ca.gov.uk/InstantAtlas/Tees_Valley_Data_Insights/atlas.html) - Labour Market information
- <https://teesvalley-ca.gov.uk/business/key-sectors/> - Labour Market information
- <https://careersmart.org.uk/> - Labour Market information
- <https://teesvalley-ca.gov.uk/skills-employment/> - Labour Market information
- <https://www.teesvalleycareers.com/education/resources/> - Labour Market information

## Hurworth House Contacts

Please find below key contacts. Please don't hesitate to contact Hurworth House if you would like to discuss any aspects of our CEIAG offer.

School Tel: 01325 729080

Richard Juillerat –Assistant Head careers lead [richardjuillerat@aspriscs.co.uk](mailto:richardjuillerat@aspriscs.co.uk)

Marie Cook- assistant head ( interim) careers lead [Marie-LouiseCook@aspriscs.co.uk](mailto:Marie-LouiseCook@aspriscs.co.uk)

Claire Blackett – Head Teacher [claireblackett@aspriscs.co.uk](mailto:claireblackett@aspriscs.co.uk)

Danielle Mullen – Deputy Head [daniellemullen@aspriscs.co.uk](mailto:daniellemullen@aspriscs.co.uk)

Lucy Harrison –Interim Deputy Head [lucyharrison@aspriscs.co.uk](mailto:lucyharrison@aspriscs.co.uk)

## Partnerships

In order to give young people the highest standards of CEIAG Hurworth House works in partnership with Training organisations, further and higher education providers, employers, charities and independent advisors. Details of partner organisations can be found below. If you would like further information on partnership work please don't hesitate to contact Richard Juillerat.

## Partnerships

Organisation	Tel	Website
Darlington College	01325 503050	Darlington.ac.uk
Middlesbrough College		Mbro.ac.uk
Stockton Riverside College	01642 865400	Stockton.ac.uk
New College Durham		Newcollegedurham.ac.uk
East Durham College	0191 518 2000	Eastdurham.ac.uk
Bishop Auckland College	01388 443000	Bacoll.ac.uk
Prior Pursglove College	01287 280800	Pursglove.ac.uk
Askham Bryan College		Askham-bryan.ac.uk
Gateshead College		Gateshead.ac.uk

## Partnerships

Organisation	Tel	Website
Learning Curve		<a href="http://Learningcurvegroup.co.uk">Learningcurvegroup.co.uk</a>
NETA		<a href="http://Neta.co.uk">Neta.co.uk</a>
Toolbox Project	01904 758157	<a href="http://Thetoolboxproject.co.uk">Thetoolboxproject.co.uk</a>
Veloheads	01423 886355	<a href="http://Veloheads.co.uk">Veloheads.co.uk</a>
Barnados		<a href="http://Barnados.org.uk">Barnados.org.uk</a>
Dogs Trust		<a href="http://Dogstrust.org.uk">Dogstrust.org.uk</a>
Middlesbrough Football Club	01642 757674	<a href="http://Mfcfoundation.co.uk">Mfcfoundation.co.uk</a>



## Partnerships

Organisation	Tel	Website
Teesside University		Tees.ac.uk
Durham University		Dur.ac.uk
Sunderland University		Sunderland.ac.uk
Armed Forces Careers		Army.mod.uk/careers
Education Development Trust	0118 902 1000	Educationdevelopmenttrust.com
Tees Valley Learner Provider Network	01642 271116	TVLPN.co.uk
Princes Trust		Princes-trust.org.uk
Military Preparation College for Training		MPCT.co.uk/location/Tees side/