



# PATCHAM HIGH SCHOOL

One Team, One Dream

## **Careers Policy**

## PATCHAM HIGH SCHOOL

**CAREERS POLICY AND PROGRAMME: staff responsible Mike Newman (SLT -Careers Leader) and Natalie Ottaway (Careers Advisor)**

### **Careers Policy Introduction**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Patcham High School. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole school remit designed to complement the rest of the school curriculum. This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

### **Our Mission “Aspiring our learners to make informed choices about their own future”**

#### **Our Goals**

- To provide learners with opportunities to engage with employers, colleges, universities during each year of school within school and through experiences of the workplace
- To provide each individual learner with appropriate guidance based on their own aspirations including the provision of impartial advice and guidance, ensuring all year 11 students have a 1:1 Careers guidance interview with our level 6 qualified Careers Advisor
- To provide access to relevant and updated Careers and Labour Market Information within the curriculum and at home

Patcham High School follows the principles of the Gatsby Benchmarks (see references).

#### **The objectives for the careers programme are as follows:**

To help students to understand the changing world of work-

- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation

## **Student entitlement**

All students are entitled to be fully involved in an effective CEIAG programme.

Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

### **During their time at school, all students can expect:**

- the support they need to make the right choices for Key Stage 3 & Key Stage 4 GCSE options and after Y11 access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- meaningful encounters with employees and business representatives through assemblies, work experience week, school alumni projects, Dare2Dream programme, visits, careers fairs and community links
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school and the opportunity to talk through their career and educational choices with staff including tutors, HOY and the careers team
- access to one-to-one guidance with a level 6 qualified impartial careers adviser, this is available to students of any year group and mandatory to all our Year 11 students
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers kept informed of key dates in the calendar like taster days, college open events and our own Post 16 progression evening, parents are welcome to arrange a careers meeting by appointment
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students

## **Delivery of the Careers programme**

### **Careers Education**

#### **Year 7**

- National Careers Week assembly on working in STEM (Science, Technology, Engineering and Maths)
- Weekly tutor time careers information slot focussing on What is a career? What are the jobs of the future? and LMI (Labour Market Information)
- Sharing Alumni information to encourage students to be aspirational
- Personal guidance by request
- Careers office with information for students to carry out independent research, college & university prospectuses, PC set up for students use
- Lifeskills lessons – Identity, Likes/Dislikes and strengths

## Year 8

- National Careers Week assembly on Year 8 choices for students Year 9 curriculum
- 1:1 Options interview with senior staff and careers advisor – talking about choices, various career pathways and links to curriculum subjects
- Choices event – online/in person
- Weekly tutor time Careers information slot focussing on Job of the Week, Choices, how do you find a job, how to develop soft skills and LMI
- Sharing Alumni information to encourage students to be aspirational
- Albion in the Community Girls in STEM workshop
- Personal guidance by request
- Careers office with information for students to carry out independent research, college & university prospectuses, PC set up for students use
- Lifeskills lessons – Discrimination, diversity and difference

## Year 9

- Dare2Dream the whole year group involved in employability skills and building confidence workshops run by Love Local Jobs and Paxton Access
- Paxton Access employer mentoring sessions for targeted students
- National Careers Week assembly on Year 9 GCSE options
- KS4 information event
- Receive support to make the right KS4/GCSE choices including parent event, meeting with staff and personal guidance meeting by request
- Weekly tutor time Careers information slot focussing on Job of the Week, Options, future plans, an introduction to College, Apprenticeships, University and LMI
- Sharing Alumni information to encourage students to be aspirational
- Personal guidance by request
- Careers office with information for students to carry out independent research, college & university prospectuses, PC set up for students use
- Lifeskills lessons – Finance & salaries

## Year 10

- Work experience assembly
- Work experience week, all year 10 students on a work experience placement. Staff visit students, feedback gained on students, school and employer
- Year 10 taster days at local colleges and alternative post 16 providers
- National Careers Week assembly on Higher Education
- National Apprenticeship week assembly on Apprenticeships
- Weekly bespoke college taster session for a small cohort of SEN students
- Extended work experience placements for a small number of students
- Careers Speed Fair – opportunity to speak to a number of employers about the world of work
- Weekly tutor time Careers information slot focussing on Job of the Week, work experience, college taster days and LMI
- Sharing Alumni information to encourage students to be aspirational

- Personal guidance by request
- Careers office with information for students to carry out independent research, college & university prospectuses, PC set up for students use
- Lifeskills lessons – Rights & trade unions

### **Year 11**

- 1:1 Careers guidance interview with level 6 qualified careers advisor for all year 11 students with an action plan emailed to each student, their tutor and HOY
- Post 16 progression assembly
- Post 16 progression evening at school, local colleges, alternative post 16 providers, apprenticeships and Higher Education presenting to students and parents
- Weekly tutor time Careers information slot focussing on pathways, college applications, interviews, CV writing
- Preparing to apply to college drop in sessions at lunchtime in the career's office
- Year 11 Careers newsletter to students and parents promoting college open events and the timeline to apply to college
- National Careers Week assembly on Higher Education
- Apprenticeship workshop
- Sharing Alumni information to encourage students to be aspirational
- Careers office with information for students to carry out independent research, college & university prospectuses, PC set up for students use
- Lifeskills lessons – Job sectors, personal qualities, CV writing, career paths, interview skills, salary & tax

### **Stakeholders and partners**

We recognise the important role that parents have in their child's development therefore we encourage and support them in developing the confidence and capability to support their child's planning and decision making. Parents of Year 11 and 10 students are provided with a newsletter providing key dates and information.

We work closely with our Enterprise advisor and Enterprise coordinator from Coast to Capital (Careers and Enterprise company) carrying out a Compass evaluation each term (latest results below)

<https://compass.careersandenterprise.co.uk/survey/73548/results>

A range of external providers are invited into school to support the careers programme. These include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, LEP, SCTP and Brighton and Hove Council.

### **Measuring the impact of Careers Education at Patcham High School**

- Year 11 destination data
- Ongoing support to ensure all our year 11 students have an offer of either education or an apprenticeship before they leave school
- Advocacy to support students / parents who need help and guidance
- Student / parent / employer / staff feedback

- Termly Compass evaluation
- Ofsted

**References: The 8 Gatsby benchmarks of Good Career Guidance are:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

**Finding out more**

Apprenticeships [www.apprenticeships-in-sussex.com](http://www.apprenticeships-in-sussex.com)

CV writing [www.cv-library.co.uk](http://www.cv-library.co.uk)

ICould [www.icould.com](http://www.icould.com)

National Careers Service [www.nationalcareers.service.direct.gov.uk](http://www.nationalcareers.service.direct.gov.uk)

Prospects [www.prospects.ac.uk](http://www.prospects.ac.uk)

UCAS [www.ucas.com](http://www.ucas.com)

Volunteering [www.do-it.org](http://www.do-it.org)

**Approval and review**

Approved date: 25<sup>th</sup> September 2022

By Governors date:

Next review: 25<sup>th</sup> September 2024