

Careers Education

“We will provide high quality education with character:
inspiring our young people,
keeping them safe, and preparing them fully for life in the modern
world.”

Developing pupils’ understanding and knowledge of possible future pathways is an important aspect of our curriculum.

Pupils in every year group experience a range of talks and activities to help them develop an understanding of the wide range of possibilities beyond school and help them make informed choices for options at GCSE and A level.

This includes work covered through our Personal, Social, Health and Citizenship Education classes as well as talks, visits and other Careers events organised by our Pastoral teams.

Our aim is to inspire pupils to always aim high and challenge themselves to ‘Reach for the Stars’.

We also use the services of independent careers specialists who can offer individual guidance for pupils and advise them on the range of opportunities available post 16.

All pupils in year 11 and 12 are offered a careers interview. Some pupils in other year groups may also benefit from individual specialist careers advice.

Please contact the school if you would like to know more about the careers advice and guidance options available for your child.

Please see next page for our School Careers Policy



WANSTEAD HIGH SCHOOL

School Careers Policy

2020-2021

WANSTEAD HIGH SCHOOL CAREERS POLICY

2020-2021

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Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Wanstead 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 wholeschool remit designed to complement the rest of the school curriculum.

This policy sets out how career activities are delivered at Wanstead High School and explains what stakeholders can expect from the careers programme.

Aims and objectives

The Wanstead High School careers programme aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- ensure students' readiness to take their next step in their learning or career.

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

The objectives for the careers programme are as follows:

- helping students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16 and post-18
- 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 Wanstead High School, all students can expect:

- the support they need to make the right choices in Year 9, Year 11 and in sixth form
- 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
- career lessons during tutor time from Y7 to Y13 covering options after school, the world of work, the job market and the skills needed for the future
- at least 6 meaningful encounters with representatives from the world of work; this could be through World of Work Week activities, assemblies, careers talk (in or outside lessons), projects and visits
- 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
- the opportunity to talk through their career and educational choices with staff including form tutors, Senior Leadership Team and the careers team
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group. A meeting with an adviser independent of the school can also be requested
- 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 can attend careers meetings, by prior arrangement
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students.

Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. Wanstead High School is keen to foster parental involvement in the careers programme, wherever possible.

Events for parents and carers

Parents/carers are invited into school to discuss their son/daughter's progress during Parents Evenings. They are also invited to meet with the Careers Advisor if their child would like them to. In readiness for these events, students' career aspirations are collected by form tutors and the Careers Advisor to allow discussions around progress relating to next steps, career ideas and (in KS4 and 5) career planning, as well as academic progress.

Representatives of the careers team, as well as education and training providers, attend events for specific year groups.

In addition, specialist events for parents include Year 9 Options Evening (Year 9 parents), Sixth Form Open Evening (Year 11 Parents) and our Post 16 Advice Day.

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter. With the student's agreement, a copy of the action plan from one-to-one careers meetings will be sent home. Parents/carers are welcome to attend careers meetings, by prior arrangement and, in some cases, will be asked to attend. They are also welcome to make contact with the Careers Team at school, should they have any questions or concerns.

Delivery of the Careers Programme

Careers education

The content of the taught careers education programme is based around the learning outcomes outlined in the CDI Careers Framework (see references).

Years 7-9 Who am I? What are my skills? Stereotypes in the World of Work

By the end of Year 9, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them
- Develop their self-awareness
- Hear from or talk to representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, parent's events, meeting with senior staff at school and the option of a careers meeting.

Year 10-11

Lessons include preparing CVs, applications and interview technique in preparation for mock business interviews; understanding post-16 options. These activities are supplemented with afterschool support sessions with PC access.

Students will learn how to write a personal statement for post-16 applications; get support to apply through UCAS Progress; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options. These activities are supplemented with after-school support sessions with PC access.

All Students will also have access to the schools online **Careers Platform Kudos**.

By the end of Year 11, all students will have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore Post-16 options
- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Develop their self-awareness and career management skills
- Apply for Post-16 options and back-up plans, as necessary
- Continue to develop the skills needed for a successful transition
- Have at least one meeting (small group or one-to-one) with a careers adviser.

Year 12 & Year 13

Key activities: Post-18 Applications, mock interviews and optional work experience

In Year 12, lessons include post-18 options, covering both university and alternatives to university.

In Year 13, students will have a mock business interview, so lessons will help prepare students for this and explore how to get the most out of the experience. Students are supported through the post-18 application processes, including UCAS and apprenticeship, work-related or college options.

By the end of sixth form, all students will have had the opportunity to:

- Use a range of resources (with support, as required) to explore Post-18 options
- Develop their self-awareness and career management skills
- Develop further experience in the workplace (optional)

- Attend events in school and out of school where they can speak to employers, colleges, training providers and universities

Careers Day

Each year, the school's Careers Day gives students of all year groups chance to meet and talk to employers and learn more about what work is like and what it takes to be successful in the workplace. The day includes a range of activities including speakers in assemblies, employer input in lessons, visits from alumni working in a range of sectors, careers talks and a careers fair.

NB – Due to restrictions placed on the school by Covid-19, we are unable to offer our usual Careers Day until further notice.

Career guidance meetings

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser but, in practice, Year 9s, Year 10s, Year 11s, Year 12s and Year 13s are most likely to access the service.

Students are identified for careers meetings based on need and through self-referral.

Needs-based referral

The referral procedure works as follows:

- Heads of Year, Pastoral Managers, Sixth Form Team or SENCO/MIST Team identify students who would benefit from early intervention, for example students with lack of direction or lack of motivation; students with SEND; certain students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- At the end of Year 10, form tutor's priority rate any students based on their readiness to make post-16 decisions and the support they might need throughout the post-16 options process
- Students complete their own careers questionnaire late in Year 10 where they're asked about their career and post-16 ideas. Students are also seen in small groups in Year 10/early Year 11 to discuss and explore the different progression routes where the careers adviser can identify students who might need further support. These tend to be the students most at risk of NEET or have been identified as Pupil Premium

The outcome of all these activities allows the careers adviser to prioritise students for interviews and workshops or other related activities, helping to ensure that pupils of all abilities can access the support they need.

For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

Self-referral

Students may refer themselves for a careers meeting at any point, directly via the careers office or via a Form Tutor, Pastoral Manager or Head of Year. An appointment with the adviser will then be arranged. Students are made aware of the careers adviser through assemblies and via form tutors.

The careers adviser will record action plans on the Google Classroom system at school. Students will receive a copy and parents and staff have the option to see this information so they can support the process. If a student is away or fails to attend, an alternative time will be arranged.

Career information

Career information is available through the careers library in the Sixth Form Block, through relevant displays and Year Group noticeboards or cascaded via form tutors or through year group assemblies. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

External providers

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

Management and staffing

The Assistant Head teacher in charge of Careers is responsible for taking a strategic lead and direction for careers work in the school; working with the Directors of Learning, Heads of Year and Curriculum Team Leaders.

Staff Development

Form Tutors are introduced to the concepts, aims and programme for CEIAG at Wanstead High School during INSET days. This staff development is further enhanced at Year Team meetings. The Assistant Head Teacher in Charge of Careers attends conferences and network meetings to keep up to date with best practice and legislation.

Resources

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

Employer links

Links with employers, businesses and other external agencies continue to grow through the Wanstead Community and beyond; by building on local community connections; as well as through the support of the school's Enterprise Advisor (brokered through Careers & Enterprise Company).

Equal opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. The careers advisers work with the SENCo to support Education, Health and Care planning to support students who may be facing other challenges.

Role models including alumni, current apprentices and university students are brought in to raise aspirations and demonstrate what is possible after Wanstead High School, while non-traditional routes are supported and encouraged.

The destinations of school-leavers are monitored and trends identified.

Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

The careers programme is evaluated in a number of ways, including:

- student feedback on their experience of the careers programme and what they gained from it
- staff feedback on careers lessons, Careers Day activities, mock interviews etc
- gathering informal feedback from external partners and from parents ➤ quality assurance of careers lessons as part of the tutor time programme ➤ student destination figures post-16 and post-18.

Wanstead High School is committed to achieving the Quality in Careers Standard, a dedicated quality award for careers programmes. The Careers Team are beginning the process of working towards this award.

References

The Gatsby Benchmarks www.gatsby.org.uk/education/focus-areas/good-career-guidance

The Career Development Institute Careers Framework www.thecdi.net/New-Careers-Framework2015

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SEND and Careers