



# **Westcliff High School** for Boys

## **CAREERS POLICY**

**REVIEWED:** Autumn 2020

**COMMITTEE:** Teaching Quality & Pastoral Committee

**NEXT REVIEW:** Autumn 2022

## **INTRODUCTION**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at WHSB. 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 School's Careers Programme is designed to complement the School curriculum. This policy sets out how career activities are delivered at the School and explains what students, parents/carers, staff and Governors can expect from the Careers Programme.

## **AIMS AND OBJECTIVES**

The Careers Programme at WHSB 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. The School uses the principles of the Gatsby Benchmarks to inform its Careers Programme;

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;
- 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.

## **SCHOOL PROVISION**

All 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 to make informed choices in at key transition points, e.g. GCSE and Sixth Form options;
- 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 Form Periods and PSHEE from Years 7 to 11 covering options post School, the world of work, the job market and the skills needed for the future;

- at least four meaningful encounters with representatives from the world of work; this could be through work experience, assemblies, careers presentations (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, presentations 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;
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group;
- 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 programme they have received to ensure that it continues to offer appropriate and effective provision for 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. The School is keen to foster parental involvement in the Careers Programme, wherever appropriate and possible.

### **Events for Parents and Carers**

Parents/carers are invited into School to discuss their son/daughter's progress on Parents Evenings and involve discussions around progress relating to next steps, career ideas and career planning, as well as academic progress. The Careers and Work Related Learning Coordinator, as well as education and training providers, attend events for specific year groups. In addition, specialist events for parents include Year 9 GCSE Options Evening, Entry to Sixth Form and the Careers Evening Lecture Programme along with both Year 10 and 11 Parents' Evenings.

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and email communications home, the school website, social media and *The Westcliff Diary*.

## **DELIVERY OF THE CAREERS PROGRAMME**

### **Years 7, 8 & 9**

Key Activities: Year 9 GCSE Options Choices

Assemblies and market place afternoon event might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities will support the GCSE options process which takes place in Year 9.

By the end of Year 9, all pupils 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;
- Receive support to make the right GCSE choices, via assemblies, parents' events, meeting with senior staff at School and the option of a careers meeting.

### **Year 10**

Key Activities: Work Experience and Mock Business Interviews

The Year 10 Enrichment Day activities, assemblies and lessons include preparing to find and carry out work experience placements; CVs, applications and interview technique in preparation for mock business interviews; understanding post-16 options.

By the end of Year 10, all pupils will have had the opportunity to:

- develop their self-awareness and career management skills, including writing a CV;
- be interviewed;
- learn about the different Post-16 opportunities.

## **Year 11**

Key Activities: Post-16 Applications

Pupils will learn how to write a personal statement for post-16 applications; get support to apply through UCAS Progress; attend group sessions discussing the variety of post-16 pathways and key considerations when choosing post-16 options.

By the end of Year 11, all pupils 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 alternative plans, as necessary;
- continue to develop the skills needed for a successful transition;
- have at least one one-to-one meeting with a careers adviser;
- experience at least one week in the workplace;
- experience a taster day in a Sixth Form or College setting.

## **The Sixth Form**

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. Students have the option to take up work experience placements as part of the School's Enrichment programme, with the support of the careers team.

In Year 13, students may 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 programme, 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.

## **Entry to Sixth Form Events and Careers Evening Lectures**

Each year, the School encourages pupils and parents to attend both the Sixth Form Open Evening and the Entry to Sixth Form event. Pupils are encouraged to explore their 'Plan B/Alternative' routes and they have a range of opportunities to meet employers and agencies to hear about and discuss the

various post-16 and post-18 options available to them. Each year, the School host a 'Further Education' evening which informs students and parents of the routes to employment through university and alternative routes such as apprenticeships and direct employment.

The Careers Department host a series of lectures throughout the year to promote a broad range of careers and entry paths with various employers making presentations and answering individual pupil questions.

All pupils at School can request an appointment with the careers adviser but, in practice, pupils and students in Years 10, 11 and the Sixth Form, are most likely to access the service. Students are identified for careers meetings, based on need, by the pastoral teams and through self-referral.

## **Needs-based Referral**

The referral procedure works as follows:

- Pastoral and SENCO (if applicable) Team identify pupils who would benefit from early intervention, for example, pupils with lack of direction or lack of motivation; pupils with SEND; certain pupils receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- At the start of Year 11, the Progress Leader rates pupils based on their readiness to make post-16 decisions and the support they might need throughout the post-16 options process. This allows the careers adviser to prioritise pupils for interviews, helping to ensure that pupils of all abilities can access the support they need. For those pupils identified as being at risk of NEET, further interventions are arranged as appropriate for each pupil. This support could include personalised GCSE curriculum, visits to colleges and training providers, contact with parents/carers, support from other agencies and ongoing contact as the pupil leaves school.

## **Self-Referral**

Pupils may refer themselves for a careers meeting at any point, directly via the careers office or via a Form Tutor, Progress Leader or Pastoral Tutor. An appointment with the careers adviser will then be arranged. Pupils are made aware of the careers adviser through assemblies and via form tutors. If a pupil is away, an alternative time will be arranged.

## **Career Information**

Career information is available through relevant displays and Form Room noticeboards or cascaded via Form Tutors or through cohort Assemblies. Pupils are also regularly updated using the School email system. This information 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 Careers & Work Related Learning Coordinator is responsible for taking a strategic lead and direction for careers work in the School; working under the direction of the Assistant Head with responsibility for careers and employability, and working with the Progress Leaders. Due to the whole-School remit of careers work, the range of staff involved in supporting careers activities is large and includes Form Tutors and the Librarian. The School also contracts a qualified independent Careers Adviser to offer career guidance for an additional day per week.

## **Staff Development**

Form Tutors are introduced to the concepts, aims and programme for CEIAG at WHSB during Staff Development Days. This staff development is further enhanced at Pastoral Meetings and Teaching and Learning Carousels. The Careers Lead 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; by building on local community connections and the Alumni network.

## **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. The careers advisers work with the SENDCo to support Education, Health and Care planning. 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 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, 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.

## **COVID-19 Addendum September 2020**

As with many other School events this year, Careers events and experiences will transition to the online or blended environments. For example, the Careers Evenings will be broadcast via Zoom and work experience will be virtual, rather than in person. The Careers Coordinator will send a Half Termly newsletter to be distributed to all pupils and parents to inform them of the various updates and opportunities that have arisen in the online world of Careers Guidance.