



Careers Policy 2020-2021



Policy & Procedure Number: 05

Date of Board of Governors Review: Autumn 2019

Next Review Due: Summer 2021

School Link: Mrs Leanne Healey

Revision Number: 02



Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to pupils at Wade Deacon High School. Effective careers support can help to prepare our young people for the opportunities, responsibilities and experiences of life; it can help our pupils to make decisions and manage transitions as learners to workers. The careers programme is designed to meet the needs of students at this school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

This policy sets out how career activities are delivered at school.

Aims and objectives

Wade Deacon High School follows the principles of the Gatsby Benchmarks.

The objectives for the careers programme are as follows:

- Helping pupils to understand the changing world of work
- Facilitating meaningful encounters with employers for all pupils
- Supportive transitions post-16
- Enabling pupils to develop the research skills to find out about opportunities
- Helping pupils to develop the skills, attitudes and qualities ready for the world of work
- Inspiring 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.

Delivery of the Careers Programme

Throughout all subjects pupils will have the opportunity to participate in activities that use the context of work to develop the knowledge, skills and understanding that will be useful in future workplace. Furthermore, subject teachers will inform pupils about how their learning in the classroom relates to the world of work and future careers.

Pupils will be provided with opportunities to:

- Learn through work, from direct involvement in, for example, work experience placement and enterprise activities
- Learn about work, by developing knowledge and understanding through careers education



- Learn for work by demonstrating skills for employability in different problem-solving activities, work simulations and mock interviews.

Year 7 & 8

- During SMSC lessons pupils will learn what work is, how salaries relate to different jobs, how to find out about jobs, the skills needed for work and jobs of the future. All activities will support the options process which takes place in Year 8.
- Inspirational assemblies will be delivered from local and national employers.
- Take part in 'Tomorrow Manager Today' virtually enterprise activity.

Year 9:

- Pupils will be selected to attend a Prestigious Universities Morning with a focus on Cambridge and Oxford universities.
- Pupils will be selected to attend Gifted & Talented sessions at Cronton College. Pupils will sample exciting new courses such as Philosophy and Psychology.
- During SMSC pupils will complete the Tomorrows Manager Today session. This session includes money management and being \neq entrepreneurial. *Repeated from Y7&8. Maybe just say 'an enterprise activity'*
- Inspirational assemblies will be delivered from current employers virtually.

Year 10

- All pupils will sample a day timetabled day at Cronton/Riverside College. Pupils will sample subjects which they will like to progress onto at Level 3.
- During the year College and Apprenticeship virtual assemblies delivered to year 10. This provides opportunities for year 10 to begin thinking about Further Education and courses which they would like to take.
- Pupils have the opportunity to attend the Apprenticeship hub road show.
- Inspirational assemblies will be delivered from local and national employers, entrepreneurs and training providers.

Work Experience or Virtual Work Experience

During the summer term, all Year 10 pupils complete a two-week work experience placement which is worthwhile and meaningful. Pupils are asked to find their own placements; to simulate the job search process and are supported throughout by the school careers advisor and Mrs Lappin who can help students forge links with local employers. We for pupils to complete their work experience in the field that they wish to pursue their



future career. Work experience provides our pupils with a taste of the world of work; by experiencing interviews, applications, time keeping, health and safety and much more.

The purpose of work experience for the student is to:

- Develop their career ideas;
- Build their confidence and self-esteem;
- Enhance their knowledge and skills.

Year 11

Virtual Careers fair

The annual careers fair at Wade Deacon is a major event attended by employers, apprenticeship providers, and further and higher education institutions from across the borough and the region. Pupils are able to engage one-to-one with the attendees to discover new career, extra-curricular and training opportunities.

Virtual Assemblies

Over the course of the year, local employers and training providers are invited into school to address pupils, both to inform and to inspire. Wade Deacon has excellent links with local employers and we aim to ensure that pupils have as many encounters with them as possible.

Virtual College taster days

Pupils provided with opportunities to sample at day at Carmel and Priestly Colleges. Students are able to express a preference for which subjects they wish to find out more about and experience them first hand.

Apprenticeship opportunities

In addition to exposure to apprenticeship providers in assemblies and the careers fair, a two weekly bulletin board is sent to Year 11 tutors on current apprenticeships within the borough.

One-to-one careers interviews

Every Year 11 pupil will have a one-to-one interview with Mrs Conlon, the school's independent Level 6 qualified careers advisor, who will provide guidance and support in pupils' career paths. Interviews are bespoke to each student's needs, but every interview will cover in depth their options on finishing school, including apprenticeships and technical and academic further education.

SMSC

During SMSC pupils will learn how to create CV's, covering letters and sample a real life interview delivered by Priestly College.



Applying for College/Apprenticeships

Mrs Lappin (leader of careers) will provide guidance and support to every pupil to ensure that every pupil has secured a place in Further Education.

Career information

Students are encouraged to access up to date careers and labour market information from the National Careers Service online and careers information is also available through the careers library and our schools careers board in the library. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-searching.

Assessment

Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups, starting with Year 7 from September 2018.

Resources

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities.

Monitoring, review and evaluation

The careers programme is reviewed annually. When monitoring the success of the careers programme, the school considers formal and informal measures, both qualitative and quantitative data.

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

- Written Student feedback on their experience of the careers programme and what they gained from it
- Student feedback from mock interviews and careers talks.
- Feedback from employers via the school's work experience organiser, Halton Borough Council's Careers Education Service.
- Destination and NEET statistics provided by the local authority

Approvals

Signatures: Head teacher and Chair of Governors

Date of approval by Governors

Date of next annual review



Policy statement on provider access

Wade Deacon High School: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the schools legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in year 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships- through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of the provider access requests

Procedure

A provider wishing to request access should contact Mrs Sarah Lappin, Leader of Careers, telephone: 0151-423-2721; email s.lappin@wadedeacon.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall or classrooms available for discussions between the provider and pupils, as appropriate to the activity. The school will make equipment available to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader.

Provider are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.



Approval and review

Approved [date] by Governors at Curriculum and Standards Committee

Next Review: [date]

Signed: [name] Chair of Governors [name] Head teacher