



## **CAREERS POLICY**



**POLICY:****CAREERS****PERSON RESPONSIBLE:** Assistant Headteacher**MONITORING:** Headteacher**DATE:** December 2022**REVIEW DATE:** December 2024Adopted by Governors on 7.12.22**RATIONALE**

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of Paget High School that all learners need a planned programme of activities to help them choose 14-19 options that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives. The careers provision of Paget High School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A1, 42B and 45A of the Education Act 1997 and Section 72 of the Education and Skills Act 2008. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
  - include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

In addition, our school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships.

**PURPOSE**

The careers provision is designed to meet the needs of all learners in our schools. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment. Learners in years 8-13 are entitled to access independent and impartial careers guidance this is provided by an impartial advisor from Entrust. They promote the best interests of learners rather than those of the institution and include information on all options available 16-18, including Apprenticeships. Activities are embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will contribute to raising aspirations, challenging stereotyping and promoting equality and diversity.

**GUIDELINES**

The careers provision includes:

All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website and sent to parents termly.
- All students can request a CEIAG interview by booking an appointment via the careers website
- All students have access to the careers library and the careers webpage on the school website External opportunities are advertised to students.

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding:

Personalised support will be given to these students and they will receive an extra careers appointment in Year 10 and Year 11.

## Curriculum Offer

|         | Autumn 1 | Autumn 2   | Spring 1                     | Spring 2              | Summer 1  | Summer 2      |
|---------|----------|--|------------------------------|-----------------------|---|---------------|
| Year 7  |          | Pathways Exhibition  |                              | National Careers Week | Future Possibilities<br>Job sectors<br>Communication & Applications |               |
| Year 8  |          | Pathways Exhibition  |                              | National Careers Week | Enterprise & Employability<br>Problem Solving<br>Budgeting          |               |
| Year 9  |          | Pathways<br>Options<br>Interviews<br>Career Planning<br>Pathways Exhibition                    |                              | National Careers Week |   | Workshadowing |
| Year 10 |          | Pathways Exhibition  | National Apprenticeship Week | National Careers Week | World of Work<br>Equality & Employment<br>Virtual Work Experience   |               |
| Year 11 |          | Pathways<br>Moving on /Next Steps<br>CV<br>National Apprenticeship Week<br>Pathways Exhibition |                              | National Careers Week |   |               |
| Year 12 |          | Pathways Exhibition  | National Apprenticeship Week | National Careers Week | UCAS/Apprenticeships<br>Work Experience                             |               |

|                |   |  |                              |                       |  |
|----------------|---|--|------------------------------|-----------------------|--|
|                |   |  |                              |                       |  |
| <b>Year 13</b> | UCAS/Apprenticeships/Employment Pathways Exhibition |  | National Apprenticeship Week | National Careers Week |  |

|  |                               |
|--|-------------------------------|
|  | External interactions         |
|  | Experience of Work            |
|  | PSE Programme inc. assemblies |

One lesson each half term in every subject area there is a work related learning lesson, during which our 6 key competencies developed with local companies( identified in our Labour Market Information Gatsby 2 and 4) are highlighted. During the PSE Careers programme students reflect on how they have used the key competencies in lessons and how they correspond to the world of work.



### Key Stage 3:

#### Year 7 Aims:

- Develop understanding of personal interests and motivations
- Commence engagement in understanding the world of work Begin to understand what motivates us to pursue a job or career
  - Attendance at our Annual Pathways Exhibition
  - Participation in National Careers Week
  - During Activities Week, design and host a job fair.
  - Qdos App.

#### Year 8 Aims:

- Develop further understanding of their personal interests and motivations
- Develop further their understanding of the world of work
- Develop further understanding of what motivates us to pursue a job or career
- Relate their personal qualities to the world of work
  - Attendance at our Annual Pathways Exhibition
  - Participation in National Careers Week
  - Year of Empowerment Challenges
  - Qdos App.

#### Year 9 Aims:

- Students will make better informed choices for their Options
- Students will have exposure to a variety of career sectors
- Further Develop understanding of personal interests and motivations. The options programme for Year 9 is designed to support students in their GCSE choices.

- Work Shadowing Day
- Attendance at our Annual Pathways Exhibition
- Participation in National Careers Week
- Qdos App.

Students in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

#### Key Stage 4 Aims:

- Further develop understanding of personal interests and motivations.
- Students will ready themselves for the world of work
- Students will develop their understanding of employment skills.
- Students will be better informed of their future career pathways.
  - Y10 Virtual Work Experience with Youth Employment  
<https://www.youthemployment.org.uk/new-mcdonalds-work-experience-module/>
  - Attendance at our Annual Pathways Exhibition
  - Participation in National Careers Week

All students have the opportunity to have a one-to-one careers discussion with the school Careers Advisor to inform individual Careers Plans.

A number of students every year will take part in the Duke of Edinburgh Award.

Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are given advice and guidance about what to participate in e.g. the National Citizenship Service. The options programme for Year 11 supports their Post 16 choices. Every student who applies for Sixth Form has the opportunity to meet with a member of the Senior Leadership Team and Head of Sixth individually and with parents to discuss Post 16 choices.

#### Key Stage 5:

There is a range of support for university, apprenticeship and employment applicants through: tutorials as part of the curriculum and IAG from external partners. Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile. The Extended Project Qualification (EPQ) helps develop invaluable research and independent learning skills which are central to higher education.

There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from their form tutor and the Sixth Form team. Students choosing to apply for an apprenticeship or employment will have a dedicated tutor to support the application process. The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances. Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition, Sixth Form social activities including Quizzes, trips, managing of the school shops and food bank collections are managed and led by our Prefect Team. A range of opportunities are advertised throughout the academic year, as appropriate to specific students.



A number of students every year will take part in the Duke of Edinburgh Award. At Sixth Form, this will usually mean Gold or Silver.

Alumnae: Alumnae are encouraged to be the speakers at Awards Evenings and our Annual Pathways Exhibition, including Oxbridge, Apprenticeship and employment opportunities.

### Experience of the Work Place

The aim of work experience is to provide an opportunity for all Year 12 students to learn in the work place; an experience that cannot be replicated in school. All students are offered the opportunity of one weeks' work experience in the July of Year 12. This is not a compulsory part of the curriculum but is undertaken by the majority of students. Many students complete adhoc work experience throughout their Year 12 and 13 studies. The students are encouraged to arrange their own work experience. The school has links with many large businesses and organisations e.g. Burton Hospital, St Georges Park etc. Parents are informed and communicated with throughout the process and a work experience information form are completed. Our Administration Officer checks that the placement meets with the school's requirements, the students will be treated fairly and they will undertake meaningful work. All students on placement are covered by the employers' insurance and places of work are risk assessed by the WEC.



|   | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|
| Qdos Careers App  | *    | *   | *   | *   | *   | *   | *   | *   | *   | *    | *    |
| Step into the NHS   | *    | *   | *   | *   | *   | *   | *   | *   | *   | *    | *    |
| Careers Clinics   | *    | *   | *   | *   | *   | *   | *   | *   | *   | *    | *    |
| Rail Week/ Careers in Logistics<br><a href="https://www.railweek.com/">https://www.railweek.com/</a>  |      | *   |     |     |     |     |     |     |     |      |      |
| Tomorrow's Engineers<br><a href="https://www.tomorrowsengineers.org.uk/tomorrow-s-engineers-week/">https://www.tomorrowsengineers.org.uk/tomorrow-s-engineers-week/</a> |      |     | *   |     |     |     |     |     |     |      |      |
| Speakers for School- interactions with employers  | *    | *   | *   | *   | *   | *   | *   | *   | *   | *    | *    |
| Uptree- Professional network & online work experience   | *    | *   | *   | *   | *   | *   | *   | *   | *   | *    | *    |
| Personal Statement Workshop UCAS  |      |     |     |     |     |     |     |     | *   | *    |      |
| National Apprenticeship Week  |      |     |     |     |     | *   |     |     |     |      |      |
| National Careers Week   |      |     |     |     |     |     | *   |     |     |      |      |
| Open Doors: Get into Construction<br><a href="https://opendoors.construction/">https://opendoors.construction/</a>  |      |     |     |     |     |     | *   |     |     |      |      |
| Higher Horizons Y9  |      |     | *   |     | *   |     |     |     |     |      |      |
| Careers Fair  |      |     |     |     |     |     |     |     |     |      | *    |
| Y11 CEIAG Meetings  |      |     |     |     | *   |     |     |     |     |      |      |
| Y9 CEIAG Meetings   |      |     |     |     |     |     | *   |     |     |      |      |

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