

## Careers Guidance Policy 2018-2019

### **Vision**

The Charter School North Dulwich is part of the Charter Schools Educational Trust who aim to ‘Transform lives through the power of inclusive education’. It is the vision of the school to enable all students to develop knowledge, skills and character in all aspects of their education so that they can be happy in life, and be successful in the higher education or the inspiring career pathway of their choice.

The Charter School North Dulwich recognises that developments in learning and work make it essential that young people take a more active role in their career learning.

Our aim is for our young people to be able to:

- Understand themselves
- Understand the skills required in the economy today in order for them to be successful
- Investigate opportunities in learning and work and have an understanding of where the jobs will be in the future
- Make and adjust plans to manage change and transition.

The overall aim is the provision of high quality and effective careers guidance for all students. This supports the aim of the school, to help our students to flourish and to become creative, confident and caring citizens who are happy in themselves, excited about learning, and ambitious for success. They will leave us ready to participate fully in our democratic society and prepared to face the challenges and opportunities of the 21<sup>st</sup> century

**Legal requirements:** provide all students in years 8 to 13 with independent, impartial careers guidance.

### **Objectives:**

To deliver quality, effective and impartial careers guidance using the eight Gatsby Foundation benchmarks to guide our activities as we support each student in preparing for their future. These 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 the workplace
7. Encounters with Further and Higher Education
8. Personal Guidance

In order to meet this objective we will undertake the following actions:

- To monitor and evaluation all aspects of provision
- To engage with outside providers of education and training
- To engage with local and national employers
- To promote employability skills through all areas of school life
- To inform parents so they can support and help their children
- To promote high aspirations
- To ensure staff are sufficiently trained to embed careers guidance and work related learning/employability in the curriculum
- To put the needs of the student's first
- To increase social mobility

**Key Performance Indicators:**

- Analysis of destinations
- Student/Parent feedback on career guidance provision
- Long term careers outcomes / development
- Ofsted judgements
- Career Mark quality award

Our Students will:

- Have a clear understanding of the skills and attributes that are valued in the 21<sup>st</sup> Century workplace
- Have a clear understanding of all options and pathways available to them at key transition points
- Have good knowledge of a wide variety of different job sectors
- Have an understanding of the various routes into employment

Our staff will:

- Have an understanding of the various careers available that link with their curriculum area
- Be able to embed careers education and information into curriculum learning
- Have an understanding of the options available to students at key transition point

**REVIEW:**

This policy will be reviewed annually

**Key staff:**

Teaching staff are all involved in delivering great careers guidance and information through the curriculum (subject specific) and through Tutor time (PSHE lessons). The Charter School North Dulwich also has a dedicated team of staff who support students in each year group and at key transition points to ensure that they are informed and able to make considered choices and decisions as they progress from one stage to the next.

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## Strategic activities

### Key Stage 3

#### Aims to Broaden horizons, Raise Aspirations and Challenge perceptions

**School Careers Guidance Policy:** Pupils are introduced to the careers resources. Over the course of KS3 all pupils have sessions with a variety of external providers and go on work-related visits. They embark on their progression through the seven-year Careers Guidance programme which has the following main learning aspects:

- Self-awareness, self-determination and self-improvement as a learner.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Valuing equality, diversity and inclusion.
- Showing initiative and enterprise.
- Preparing for employability.
- Developing personal financial awareness and capability.
- Learning about employment law, including health and safety.

Year Group Objectives	Activities	Staff Involved	Outcome
Year 7– Broaden horizons	Tutor time sessions	Year Leader/PASD/AHT/Careers team	To start Year 7 students thinking about different careers and further/higher education
	Guest speaker assemblies	SLs/AHT/YL/Interventions coordinator/Careers Team	To inform Y7 about potential careers in STEM
Year 8 – Developing life skills	Outward Bound week – residential trip	Year Leader/Tutors/AHT	Students spend a week at an outward bound centre learning and develop their skills in resilience, independence and team building
	University Trip	YL/MAT coordinator	All Y8 visit a top University
	Visits from external speakers and activities	AHT/KCLs/YL/Careers Team/Interventions coordinator	Students will be given the opportunity to hear from people working in different sectors about their careers – especially STEM
	Enterprise challenge	Head of Economics	To develop entrepreneurial and problem solving skills as well as team building and communication skills
Year 9 – Next steps	Tutor Time sessions	YL/Tutors/careers team	Life skills lessons
	In school Careers Fair with over 40 employers, careers advisers and FE/HE organisations	Careers Team/ YLs/SLT	To inform pupils about the full range of opportunities for post 16 and to better inform their GCSE option choices. Introduce them to a variety of career options.

	Enterprise Challenge	Head of Economics	To develop entrepreneurial and problem solving skills as well as team building and communication skills
	Duke of Edinburgh Bronze	DofE coordinator/YL/AHT	All Year 9 students will gain their Bronze DofE award, developing life skills including independence, resilience, problem solving and team building. Volunteering section also adds work experience to their CVs
	Visits from external speakers and activities	AHT/KCLs/YL/Careers Team	Students will be given the opportunity to hear from people working in different sectors about their careers – especially STEM
	GCSE Options interviews	SLT/MLT/SLs	All Year 9 students have an individual meeting with a senior member of staff to discuss their post 16 options
	Online careers information and local market information	Careers Team/Tutors/YLs	All students will be directed to online eClips service
	Apprenticeship Fair	AHT/YL/Careers Team	Students will be able to meet apprenticeship providers to find out more about their opportunities both post 16 and post 18

**Key Stage 4**

**Aims to focus thinking on next steps and build experience of the world of work**

**School Careers Guidance Policy:** Students continue to work through the learning aspects at a more sophisticated and detailed level. They are encouraged to make regular use of the careers guidance resources including staff, online resources and library. The full range of Post-16 possibilities explored through a number of activities, including contact with and visits to FE, training and work-based facilities. Talks by employers are included regularly in assemblies and other forums, as well as one-to-one career interviews. Parents are encouraged to be involved in and supportive of these activities. Special attention given to the needs of students with difficult personal circumstances and with SEN.

Year 10 – The world of work	Work experience – CV writing, searching for placements, how to behave at work	AHT/YL/Tutors/careers Team	To motivate students to start explore potential careers
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	<p>Inspirational assemblies</p> <p>In school Careers Fair with over 40 employers, careers advisers and FE/HE organisations</p> <p>University and careers fairs</p> <p>Post 16 options event</p> <p>Open day information</p>	<p>YL/Tutors</p> <p>Careers Team/ YLs/SLT</p> <p>YL/Careers Team</p> <p>AHT/YL/Careers team</p> <p>Careers Team</p>	<p>Practical experience of writing CVs and searching for placements</p> <p>Real workplace skills development</p> <p>Focus thinking on what they may want to do post 16 and what qualifications are needed and potential routes in</p> <p>Meet and hear people from a variety of backgrounds and inspirational careers/educational establishments/apprenticeship providers</p> <p>To inform pupils about the full range of opportunities for post 16 and to better inform their GCSE option choices. Introduce them to a variety of career options.</p> <p>To specifically raise the aspirations of DA students to consider University and explore apprenticeships and other career pathways</p> <p>Event for students and parent to attend where they can meet a variety of post 16 providers and gain information on various qualification routes including apprenticeships and T-Levels</p> <p>Shared with all students/families and posted on website - full schedule of Post 16 open events</p>
Year 11 - Stepping up	<p>Individual advice and guidance with independent careers advisor</p> <p>In school Careers Fair with over 40 employers, careers advisers and FE/HE organisations</p>	<p>YL/Careers adviser</p> <p>Careers Team/ YLs/SLT</p>	<p>Students and parents offered individual guidance for post 16 options including FE, apprenticeships, training and T-levels</p> <p>To inform pupils about the full range of opportunities for post 16 and to better inform their GCSE option choices. Introduce them to a variety of career options.</p>

	<p>University and careers fairs</p> <p>Open day information</p> <p>Online careers information and local market information</p> <p>Visits to FE colleges</p>	<p>YL/Careers Team</p> <p>YL/RA team</p> <p>Careers Team/Tutors/YLs</p> <p>Teaching staff/YL</p>	<p>To specifically raise the aspirations of DA students to consider University and explore apprenticeships and other career pathways</p> <p>Shared with all students/families and posted on website - full schedule of Post 16 open events</p> <p>All students will be directed to online eClips service for specific information about careers plus latest local market information and vacancies</p> <p>Targeting specific groups who will benefit from extra information about the FE college route and the qualification options on offer</p>
<p><b>Key Stage 5</b></p> <p><b><u>Aims to focus thinking on next steps, develop individual 'brand' and skill set plus offer targeted support where needed</u></b></p> <p><b>School Careers Guidance Policy:</b> The Post-16 careers provision is part of our Sixth Form Enrichment programme. Students are encouraged to reflect on their own personal development. They are kept aware of changing career processes and opportunities, as well as being encouraged to carry out their own research and to develop their personal network of support. In particular, students are offered help in preparing for and performing well in interview and selection processes. Visits to higher education and other institutions are arranged. External providers ensure that the best possible up-to-date impartial advice is available. Advice and guidance in completion of high quality UCAS applications, interview practice, BMAT guidance for medical school applicants, conservatoire support and practice for Music, Drama and specialist preparation for Art colleges is provided to support applicants in their preparation for auditions and interviews. Additional Oxbridge preparation supported within local networks of secondary schools in the Southwark Secondary Learning Partnership (SSLP) with local independent schools.</p>			
<p>Year 12 and 13 – focus on the future</p>	<p>CV workshops plus help with personal statements using Unifrog</p> <p>Individual careers guidance interviews</p> <p>Careers Fairs (internal and external)</p>	<p>YL/Tutors/Intervention coordinator</p> <p>YL/Careers adviser/6<sup>th</sup> form admin</p> <p>YL/Careers Team</p>	<p>All students will have an up to date CV and personal statement.</p> <p>Students offered individual guidance for post 18 options in Year 12 and again in Y13 if needed</p> <p>To ensure that all students have clear ideas of what their next steps will be including University, apprenticeships and gap years</p>

	Mentoring internal and external – especially for potential Oxbridge applicants/medics	Oxbridge/Law/Medic coordinator	Programme of activities to support potential Oxbridge candidates, medics and Law students
	Summer Work experience/Volunteering in Y12	YL/Tutors/Teachers/Careers Team	To be completed by all Y12 and optional for Y13. To further develop work place skills and add to their CVs
	Visits to Universities and University application process (UCAS)	AHT/Progress coordinator/Tutors/YLs	All students will have the opportunity to visit University and University fairs to gain better understanding of different institutions and courses before completing their UCAS applications
	Financial planning workshops – Destinations week	Careers team/External volunteers	To prepare students for financial self-management post 18
	Inspirational assemblies	YLs/Careers team	High quality speakers from a variety of industries and backgrounds to inspire and inform students.
	Information evenings	AHT/YL/Careers Team	Ensures all students and parents are aware of all post 18 opportunities including apprenticeship, work, HE and gap years
	Practical support, including help with applications, interview practice, online testing etc.	Tutors/Interventions coordinator/Volunteers/Careers Team	To ensure that all students are prepared for the various steps used in recruitment today. Delivered via workshops or individually if required.
	Weekly opportunities bulletin	YL/Tutors/Interventions coordinator	Weekly email detailing work experience and apprenticeship vacancies shared with students via tutors and on the 6 <sup>th</sup> form screens.