



ESTABLISHMENT

Careers policy

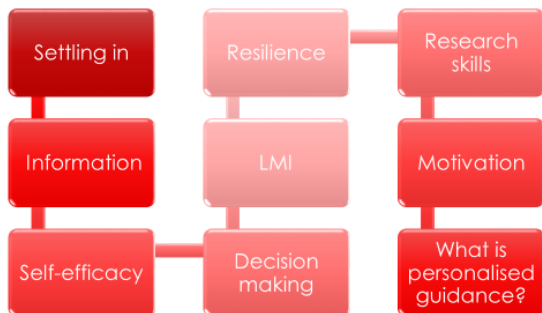
Appendix A

Member of Staff Responsible: Katie O’Sullivan, Head of Personal Development and Sport
Date appendix approved: February 2021
Review Date: February 2022 (in-line with the policy)

Approved by BRI on 12 February 2021 on behalf of SLT – COVID Lockdown 3.
Approved by Jean Horton, Chair of Governors on 12 February 2021 on behalf of the GB.
To be approved at FG on 1 March 2021 (Min No: TBD)

‘This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.’

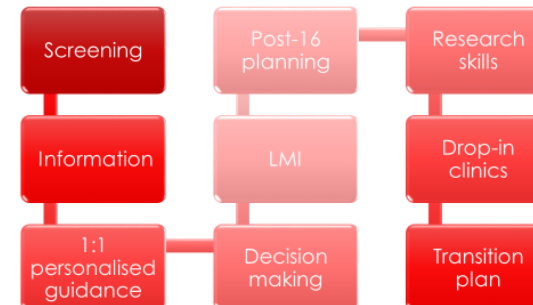
Years 7 & 8: Employability Worker



Years 9 & 10: Careers Adviser



Year 11: Employability Worker & Guidance



This EW led guidance programme sets the main building blocks for careers self-efficacy; understanding 'self' and wanting to engage in learning helps with careers development. DEBP has delivered Year 7/8 Resilience workshops that are included to assist vulnerable learners.

Year 9 and 10 stage of the programme is led by the Careers Adviser as Personal Guidance takes priority; utilising different approaches, differentiating reach i.e. 1:1, group work and online, enabling everyone to engage positively with the pathway.

Careers Adviser (CA) = most at risk
 Employability Worker (EW) = lower need
 Enabling the priority GCSE year to focus on:

- ❖ 1:1 high priority
- ❖ Employability and transition skills with the EW
- ❖ Transition Plan for all
- ❖ Effective engagement with employers

Y7 FOCUS	Y8 INFORMATION	Y9 REALISM	Y10 SCOPE	Y11 TACTICS	Post 16 +
<p>All year delivery Theatre performance around choices we make and self-efficacy. Modelling how you change throughout KS3, 4... Targeted work with small groups 'Building resilience' (an 8 week programme) that assists the development of ILPs for students with low confidence and barriers to progression. This information is used by schools to ensure additional pastoral support is provided to assist around the areas of need identified.</p>	<p>All year large group work: Introducing LMI – Mapping employment trends locally and beyond – introducing the resources needed to support future decision making and developing much needed research skills: how to access and use information effectively. Examining motivation for work in smaller groups for whole year; what it takes to be successful in any area. Preparation*</p>	<p>Pre assessment tool completed by each learner and the school, to inform the support need – online tool. Short (30 mins) small group sessions – skills mapping and developing learner profiles. 1:1 Personal Guidance - Commencement of motivational interviewing (Rickter used, commencing with priority groups based on needs) Preparation*</p>	<p>1:1 (all year) Motivational personal guidance interviewing. These would be part of the careers guidance but ensure a more robust assessment is completed. Developing employability skills through a series of interventions including employers.</p>	<p>All Year Screening intended destinations for all cohort – delivered by large group work. 1:1 meetings to check on post 16 planning and action. Drop ins for learners to access additional support at break, lunchtimes and after school as and when they need it and parents/carers can access this support.</p>	<p>Non HE transition groups to be supported to prepare for their EET transitions 12 weeks of intensive small group support supplemented by 1:1 guidance. Additional support available for HE applicants for personal statements as required.</p>

In School Provision

At Parkside School, Careers and Enterprise lessons are delivered during PD time. The lesson content is outlined in the table below.

Y7	Y8	Y9
<ol style="list-style-type: none">1. Personal skills/attributes.2. Understanding a job/career.3. Options after Parkside.4. Enterprise project.5. Enterprise project.6. Enterprise project.7. Reflection.	<ol style="list-style-type: none">1. Skills audit.2. Options after Parkside.3. LMI task.4. Interview techniques.5. Enterprise project.6. Enterprise project.7. Reflection.	<ol style="list-style-type: none">1. Options at KS4/5 and beyond.2. LMI task.3. Application form completion.4. Interview techniques.5. Interview techniques.6. Options reflection task.7. CV writing.

As well as these timetabled lessons, pupils have numerous opportunities throughout the year to meet with FE/HE providers and employers from a wide background. Parkside School has a nominated enterprise advisor and is working towards obtaining the Careers Mark.

There are also a number of annual events that are organised in order to support pupils in their future career paths, including:

- World of Work day.
- CV Critique day.
- Work Experience fortnight.
- Work Experience exit interviews.
- A Careers Fayre.
- The Big Event.

	Autumn term	Spring term	Summer term
Year 7	Aspirations assembly Assembly – guest speakers	Careers/Enterprise PD block College visitor Alcohol Awareness Enterprise Project Barclays Life Skills Event Big Bang Fair	HEPP Visits Assembly – guest speakers
Year 8	Aspirations assembly Assembly – guest speakers Engineering Extravaganza	Careers/Enterprise PD block College visitor Assembly – guest speakers Barclays Life Skills Event	HEPP Visits Visit from Employer – CBC Assembly – guest speakers Curriculum link visits
Year 9	Aspirations assembly Assembly – guest speakers The Big Event Post-16 Event in School	Careers/Enterprise PD block College visitor Options process Young Enterprise Project	HEPP Visits Visit from Employer – CBC Assembly – guest speakers Curriculum link visits
Year 10	Work Experience preparation Post-16 Event in School Careers Advisor Mentor sessions with Employers	Work Experience preparation Assembly – guest speakers Curriculum link visits Careers Interviews	Work Experience – 2 weeks CV workshop - WEXIT Assembly – guest speakers Careers Interviews
Year 11	CV workshop CV critique day World of Work day Post-16 Event in School Brookfield Application Station College Application Station Assembly – guest speakers HEPP visit Careers Interviews	Assembly – guest speakers Juniper visit Chesterfield College visit Careers Interviews	Not Applicable