

Careers Information, Advice & Guidance



Twyford High School Careers IAG Programme



2022-23

September 2022

Providing a comprehensive CIAG programme for all students in Y7-13

Twyford C of E Careers Programme 2022-2023

Careers Information, Advice and Guidance at Twyford:

Twyford C of E High School is committed to preparing students for future success in education, employment and training. Our comprehensive Careers programme uses the Gatsby Benchmarks & The Baker Clause to develop and implement our Careers provision and enable a range of education and training providers to regularly engage with all students across Year 7-13. Within our Careers programme, all students receive unbiased & impartial information about potential next steps and high quality careers guidance. We aim to provide high quality, meaningful opportunities for students to encounter the world of work and teach students a range of employability skills to ensure they have a successful future in the workplace. Our vision for Careers supports our whole school ethos (John 10:10) of nurturing students unique gifts, skills and talents and ensuring students enjoy 'life in all its fullness' and engage positively with their future life choices.

Careers Leadership at Twyford:

The Careers team at Twyford are:

- Miss Louise Adams: Assistant Head teacher: Head of Wider Learning & Careers IAG
- Mrs Courtney John: Administration Manager & CIAG coordinator

As a school, all staff including Teachers, Tutors, Support Staff, Heads of Year, Heads of Department and Senior Leadership Team are committed to supporting our Careers programme.

The contact details for Careers & Work Experience are:

- Miss L Adams (Head of Careers): ladams@twyford.ealing.sch.uk
- General Careers IAG enquiries & work experience: careersIAG@twyford.ealing.sch.uk

Both our **school website and COPIA** contain regular updates about our Careers programme including events, opportunities, talks and Careers Bulletins.

Supporting our Careers Programme at Twyford High School:

If you or a family member or friend are a business or employer, education or training provider and **could support Twyford with our Careers programme** (including Work Experience placements, lunchtime careers talks, networking opportunities & attending our careers Fair in March 2023), please do contact us as we are always looking to expand our network of employers and education providers.

Careers Guidance in schools - Statutory Frameworks:

In December 2017, the Department for Education (DfE) published a new Careers Strategy for secondary schools followed by statutory guidance in January 2018. Schools must have an appointed Careers Leader and a Careers Information, Advice & Guidance (CIAG) Programme for each academic year. By September 2020 schools should be meeting the Eight Gatsby Benchmarks (outlined below):

The Gatsby Benchmarks:

- 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 workplaces
- 7. Encounters with further and higher education
- 8. Personal guidance

The Baker Clause:

In January 2018, the DfE also introduced 'The Baker Clause' - an amendment to the Technical and Further Education Act 2017. The Baker Clause stipulates that schools must allow colleges and training provider's access to every student in Y8- 13 to discuss non-academic routes that are available to them. It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy.

To ensure we are **compliant with The Bakers Clause**, we have developed excellent links & partnerships with the following organisations & providers, who regularly run assemblies, talks, small group sessions & workshops for our students:

- West London College
- Local colleges (Including Brentford FC Post 16 Football Education Programme, Capel Manor, Kingston College)
- **ASK Programme** (Apprenticeship, Support & Knowledge)
- **Partner of InvestIN** (Immersive career programmes for 12-18 year olds, free bursary places for Pupil Premium students available)
- Countryside (A construction company based in Acton)
- **Xello** an online Career platform for all Y7-13 students (*this provides students with a variety of different pathways into an industry*)
- SpringPod online virtual work experience platform available to all students in Y7-13

Quality Assurance within our Careers provision:

- How the curriculum extends beyond the academic, technical and vocational
- The Broader development of students; enabling students to discover interests and talents
- How students are prepared for future success in their next steps
- How schools promote and inclusive environment that meets the needs of all students

In order to regularly **evaluate our Careers provision**, we complete a compass evaluation (arranged by **The Careers & Enterprise Company**) once per year, which provides information about how we are **performing against the Gatsby Benchmarks**. Our most recent **Compass evaluation in April 2022** showed that we are making excellent progress with meeting the Gatsby Benchmarks, well above national average:

	2019	2020	2021	2022
1	17%	88%	91%	100%
2	80%	85%	85%	100%
3	72%	81%	90%	100%
4	56%	60%	87%	100%
5	50%	75%	75%	100%
6	87%	87%	87%	100%
7	66%	79%	79%	100%
8	37%	95%	95%	100%

We are confident that our Careers provision is **wide ranging, inclusive and diverse**. Within our Pastoral Programme, Wider learning offer, Curriculum and additional Careers IAG provisions, we feel that we are giving students the **right support, knowledge and skills to be successful in their future at Twyford at beyond.**

As always, we are open to receiving feedback & suggestions for further ways to continue to develop & refine our Careers programme.

Careers learning outcomes for Twyford students:

We have identified the key Careers development learning outcomes for students in each year group. Students will reflect on their progress with these outcomes after each Quarterly Assessment using their self-reflection record booklets.

	CIAG Learning Outcome
7	To begin to think about the types of careers that I might be interested in based on the subjects I enjoy and the things I am good at.
8	To make decisions about the subjects I will choose for my electives that would be best suited to the careers that I am interested in pursuing in the future.
9	 To research future pathways and fully engage in acquiring the additional skills & experience I need to prepare me for my future pathways.
10	 To be able to write a CV which demonstrates my employability skills and use this to secure a meaningful and valuable Work Experience placement. To begin thinking about my Plan A & B (and C) options for my Post 16 pathway
11	 To research and understand the different options available to me at Post 16. To have a clear Plan A & B (even C) in place for my Post 16 pathway.
12	 To begin researching and planning my Post 18 options. To be able to refine and update my CV and use this to secure a Work Experience placement in the field I am interested in pursuing at Post 18.
13	 To research and understand the different options available to me at Post 18. To have a clear Plan A and B (and C) in place for my Post 18 pathway.

Termly Careers Programme at Twyford 2022-23:

Each Term, we create an overview of various CIAG opportunities that term. We also utilise the Careers Compass tool, student & parent feedback and Post 16 / 18 destinations data to identify areas of strength and areas for improvement within our Careers programme and provision.

Alongside our comprehensive Careers Programme, we also offer the following CIAG provisions:

- ✓ CIAG focus in our Y7-13 Pastoral programme
- ✓ Careers office based in M-Block. There is lots of Careers information, guides, resources & prospectus for Post 16 & Post 18 options both in and outside the Careers office
- ✓ Assemblies on Apprenticeships, Vocational courses & employment throughout the year
- ✓ Work Experience support on Friday AM registration and Friday lunchtime in LRC

- ✓ Post 16 options support during Thursday AM registration and Thursday lunchtime in LRC
- ✓ Links with Invest-IN Careers & Work Experience courses and programmes
- ✓ UCAS Convention for all Y12
- ✓ Careers Fair for Y7-13 in March
- ✓ Whole school access to Xello for Y7-13 (an online careers platform)
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Regular 1:1 CIAG meetings with Y10-Y13 to support with pathways (with tutor, HOY, SLT)
- ✓ Work Experience week for Y10 & 12
- ✓ External speaker programme (Tuesday lunchtimes 10 careers talks booked for 2022-23)
- ✓ Half-termly CIAG bulletins emailed out to all students, parents & careers
- ✓ Springpod online work experience platform for Y9-13 students

Careers Information Advice and Guidance Provisions within the Pastoral Programme:

At Twyford, we have a comprehensive Pastoral programme for every year group, which combines tutor sessions and assemblies focusing on different aspects of our 10:10 ethic. The programme is designed to support students in their Spiritual, Moral, Social and Cultural development (SMSC). There are also opportunities within the pastoral programme to focus on Careers IAG at different stages throughout the year, particularly when students are making choices about their future steps and pathways.

SMSC Curriculum Coordinator: Mrs Woodham Email: HWoodham@twyford.ealing.sch.uk

Year 7 Pastoral Programme - CIAG focus

Head of Year 7: Mrs Johnston

Email: EJohnston@twyford.ealing.sch.uk

- Term 1 Week 1: Wider Learning focus developing skills and talents beyond the classroom
- Term 1 Week 13: NHS Careers Competition
- Term 2 Week 2: Developing Leadership & Employability skills
- Term 3 Week 3: Pastoral session on Future goals and ambitions

Year 8 Pastoral Programme - CIAG focus

Head of Year 8: Ms McKendry

Email: MMcKendry@twyford.ealing.sch.uk

- Term 1 Week 1: Wider Learning focus developing skills and talents beyond the classroom
- Term 1 Week 13: NHS Careers Competition
- Term 2 Week 2: Pastoral session on Career Ambitions
- Term 3 Week 5-9: Electives process for Y9 linked to Careers pathways

Year 9 Pastoral Programme - CIAG focus

Head of Year 9: Mr Hird

Email: RHird@twyford.ealing.sch.uk

- Term 1 Week 2: Thinking about your future steps
- Term 1 Week 10: How can your gifts and talents support your Career pathways
- Term 2 Week 1-6: Pastoral session on GCSE options linked to Career pathways
- Term 3 Week 1-4: GCSE Options choices
- Term 3 Week 14: Activities week & Residential trip Careers Focus during Activities week

Year 10 Pastoral Programme - CIAG focus

Head of Year 10: Mr Flynn

Email: JFlynn@twyford.ealing.sch.uk

- Term 1 Week 2 & 3: Pastoral session on future pathways and post 16 options
- Term 1 Week 6-10: CV writing and cover letters
- Term 2 Week 1-8: Work Experience support with securing a placement
- Term 3 Week 4-8: Preparing for Work Experience
- Term 3 Week 12: Work experience briefing
- Term 3 Week 14: Work Experience week
- Term 3 Week 15: Work Experience feedback and reflection

Year 11 Pastoral Programme – CIAG focus

Head of Year 11: Miss Ighorae

Email: Glghorae@twyford.ealing.sch.uk

- Term 1 Week 2-6: Post 16 Pathways options
- Term 1 Week 7-8: Preparing for Post 16 1:1 IAG meeting
- Term 1 Week 9: Apprenticeships assembly & workshop
- Term 1 Week 10: Interview skills
- Term 1 Week 11: College / Level 2 & 3 vocational courses assembly
- Term 2 Week 1-12: Ongoing Post 16 preparation

Year 12 Pastoral Programme - CIAG focus

Head of Sixth form: Mr Arthur (marthur@twyford.ealing.sch.uk)

Head of Year 12: Mr El-Emam

Email: delemam@twyford.ealing.sch.uk

- Term 1 Week 2: University CIAG
- Term 1 Week 3: Work and Employability Skills CIAG
- Term 1 Week 4: Apprenticeships CIAG
- Term 2 Week 2 & 3: CV Workshop
- Term 2 Week 4: Interview Skills, Communication, Teamwork
- Term 2 Week 5 8: Using Kudos to find my ideal career
- Term 3 Week 1 to 5: Securing Work Experience for July / Summer
- Term 3 Week 6 to 12: UCAS & Post 18 options support

Year 13 Pastoral Programme – CIAG focus

Head of Sixth form: Mr Arthur (marthur@twyford.ealing.sch.uk)

Head of Year 13: Mrs Futtit

Email: FFuttit@twyford.ealing.sch.uk

- Post 18 CIAG meetings every PM Tutor time (students will have 1 meeting per half term with tutor)
- Term 1 Week 2: Personal statements
- Term 1 Week 3: Apprenticeships
- Term 1 Week 4: Gap year
- Term 1 Week 5: Choosing a career
- Term 1 Week 6: Employment after University
- Term 1 Week 7: University Interview support
- Term 1 Week 8: Finding a career you love
- Term 2 Week 2: Unconditional offers
- Term 2 Week 3: How to ace a job interview

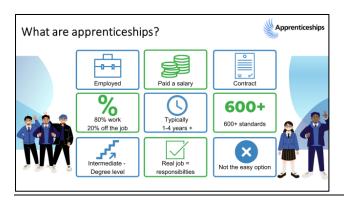
Examples of slides from CIAG Pastoral sessions & Assemblies:

West London College:



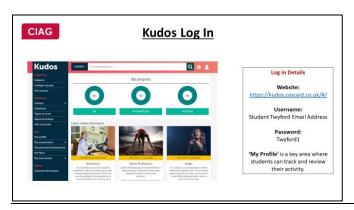


Apprenticeships:



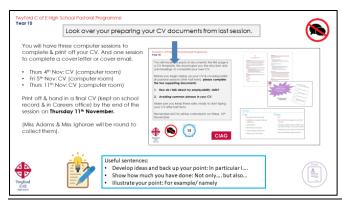


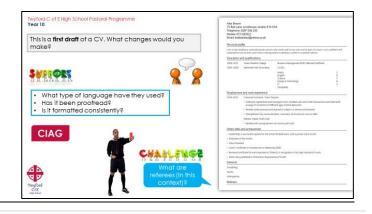
Kudos / Xello:





CV writing & Work Experience:





Additional Careers Provisions – TAP & STEM:

Twyford Additional Programme:

TAP Coordinator: Mrs Easton, Miss Cutts, Miss Mehta

Email: teaston@twyford.ealing.sch.uk, DCutts@twyford.ealing.sch.uk, LMehta@twyford.ealing.sch.uk

EPQ Coordinator: Ms Quiney HQuiney@twyford.ealing.sch.uk

Year group: Years 9-13

No of students involved: Approx. 125
• Year 9-11: 30 students
• Year 12: 75 students

Year 13: 50 students

Duration of programme:

Years 9-11: 1 session a fortnight

- Year 12: 2 lessons a week
- Year 13: 1 EPQ lesson a fortnight + workshops and interviews (EPQ led by Ms Quiney)

Main aims of programme:

- Year 9-11: Raising aspirations of younger students in applying to top universities
- Year 12 & 13: supporting students in making applications to Oxford and Cambridge Universities as well as preparing them for interviews.

Examples of session content:

- Years 9-11: current affairs discussions and debates
- Year 12: in depth looks at the Oxbridge collegiate system and application process; academic research methods; how to construct convincing arguments and analyse questions in an undergraduate style.
- Year 13: formal timetabled mock interviews with external Oxbridge graduate interviewers as well as Oxbridge interview workshops. Opportunities to attend lectures and workshops through partnerships with Harrow (Lumina) and St Paul's Girls School.

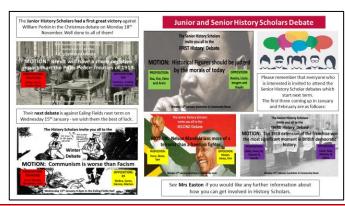
History Scholars

History Scholar Coordinator: Mrs Easton

Email: teaston@twyford.ealing.sch.uk

- Year group: Year 12 and 13, with a Junior section in Year 9
- Approx. total no. of students involved: 80 students
- **Duration of programme:** Year 9 October-June, Year 12 December-June, Year 13, September-November.
- Main aims of programme: to help develop speaking and confidence skills through debate, and then to coach students with Admissions Tests and Interview Skills
- Examples of session content: Debates held on a wide variety of extra-curricular topics. Admissions Test (HAT) practice. Practice group interviews. Humanities Day Conference on further education and careers in Humanities subjects. Historical Association Lecture within school, and further lectures promoted.





Medicine Society (MedSoc)

MedSoc Coordinator: Miss Hamilton Email: ahamilton@twyford.ealing.sch.uk

- Year group: Year 12 and 13 primarily, external speaker events also open to Year 10 and 11
- No of students involved: 65 students
- **Duration of programme**: will continue throughout the year, roughly one lunchtime MedSoc session each week, excluding quarterly assessment weeks
- Main aims of programme: to help prepare prospective medicine, dentistry and vet medicine students for their applications to their respective courses
- Examples of session content: mock MMIs (multiple mini interviews) to help prepare them for the rigours of an interview for their course. UCAT and BMAT sessions where they find out how the tests are used and try practice questions. Journal club where students present articles that they have researched. External speaker events where specialists from their fields. Outreach officers from different universities, and others come in to speak to the students and answer their questions.

Engineering Society (EngSoc)

Engineering Society Coordinator: Mr Hepburn Email: whepburn@twyford.ealing.sch.uk

- Year group: Year 12 (with entrance exam preparation in year 13)
- Approx. total no. of students involved: 30 students
- Duration of programme: September July in year 12, September November in year 13
- Main aims of programme: to encourage students to explore the different types of engineering course and
 careers they can lead to; to give students exposure to working graduate engineers; to allow students to put
 in the best application to university for engineering
- Examples of session content: Reviewing what you study in different engineering courses and what types of engineers work in different fields; comparing the differences in university offerings such as in work placements, specialisations, apprenticeship options; talks from speakers in a range of engineering fields; problem solving practice with maths skills

Crest Award

Crest Coordinator: Mr Hepburn

Email: WHepburn@twyford.ealing.sch.uk

Year group: 10, 12 &13

No of students involved: 40-50 students

Duration of programme: 3.5 terms (Throughout Y12 and first half term in Y13)

• Main aims of programme: Conduct original scientific research according to Scientific Method.

Examples of session content:

- 1. Effect of Sugar in cells
- 2. Landfills changing pH of soil
- 3. Benefits of gut bacteria
- 4. Are commercial pharmaceuticals labelled correctly?







Student Leadership opportunities:

Head of Student Leadership: Ms Simpson **Email:** aSimpson@twyford.ealing.sch.uk

Our aim is to have a student leadership pathway that is accessible to all students and develops their leadership and employability skills throughout Y7-13. With such a strong focus on developing leadership skills and qualities, our aim is to equip all students with the necessary leadership habits and skills to be outstanding leaders and employees in their future.

Leadership roles are open to all students and all students must complete an application form and in some cases, interview process. Every student leadership role has a detailed Job Description and overview of duties. All students who achieve a leadership position will receive a student leadership lapel badge. The student leadership team meet on a termly basis in student council meetings to discuss important school issues; they then meet with the Headteacher, Miss Barrie, to discuss matters arising and finally feedback to the rest of the school via student council assemblies.

Year 7-11 roles:

- 2 Year Reps
- 7 Form Reps
- 7 Sport Reps
- 7 Music Reps
- 7 Enterprise Reps
- 7 Chaplaincy Reps
- 7 MFL Reps
- 7 Creative Arts Reps
- 7 Eco Reps
- Peer mentors (Y10)
- Prefects (Y11)
- Reading Mentors (Y10 & 11)

Year 13:

Head Boy & Head Girl

Deputy Head Boy KS4

Deputy Head Boy KS3

Deputy Head Girl KS4

Deputy Head Girl KS3

Head of Chaplaincy

Deputy Head of Chaplaincy

Head of Contemporary Music

Deputy Head of Contemporary Music

Head of Classical Music

Deputy Head of Classical Music

Year 12:

- 14 House Captains
- 7 House Chaplaincy Captains
- 7 House Creative Arts Captains
- 7 House Enterprise Captains
- 7 House Sport Captains
- 7 House MFL Captains
- 7 House Music Captains
- 7 Eco Reps
- 25 Form Mentors

Head of MFL

Deputy Head of MFL

Head of Creative Arts

Head of Drama

Head of Art

Head of STEM

Deputy Head of STEM

Head of Boys' Sport

Deputy Head of Boys' Sport

Head of Girls' Sport

Deputy Head of Girls' Sport



Other CIAG opportunities at Twyford:

Careers Fair (for Y7-13) in March:













Careers Bulletins (half termly)







