

Careers Information

At Burton Borough School we believe in ensuring our students are given sufficient opportunities to be able to access good quality careers information and guidance. Our Careers policy sets out our aims to develop the skills, attitudes, and abilities to ensure our students can critically explore many different educational and occupational pathways. All our young people have access to a planned programme of Careers Education which provides opportunities to develop and apply the knowledge, understanding and skills necessary to make their own informed, realistic decisions regarding careers, employment and post 16 choices. Our [Careers Information, Advice and Guidance Policy](#) is available in the School Policies & Documents section of the School website. Our link Governor for Careers is Mr Paul Ackers, who can be contacted via the School [Contacts Form](#).

Burton Borough provides careers advice and one to one guidance through Telford & Wrekin's Future Focus Service. Our Future Focus Advisor, Rachael Chadwick, is on site two days per week. Careers related enquiries should be sent to the careers lead, Mrs Lisa Kane via the [Contacts Form](#).

Careers provision includes:

- Bookable individual careers advice and guidance from Future Focus
- A dedicated Careers Resource Centre within the LRC with comprehensive and up-to-date information on opportunities in Education, Training and Employment. (This is currently online due to COVID guidance).
- Drop-in sessions available at break with careers lead.
- Access to on-line careers guidance through START Profile and signposting to other resources such as the National Careers service, National Apprenticeship Service, UCAS etc.
- Careers Lessons within the PSHE and EEL day Programme.
- Opportunities for students in all year groups to experience for the world of work and have meaningful engagement with employers.
- "Your Futures" Conference focusing on employability and interview skills for year 11 students.
- College and University Visits.
- Individual guidance interviews for all Year 11 students.
- Three Careers in curriculum weeks to promote careers across all subject areas.
- Careers insight sessions and taster trips and visits.
- Access to university outreach programmes.
- Post 16 provider assemblies and drop ins.
- careers support provision on examination Results Day.
- Support for the processes of job search, CVs, applications and preparing for interview.
- 2 Week work experience placement in year 10.
- Local & National Enterprise competitions (KS3)
- Key Stage 3 takeover day.
- National Citizens Service outreach.
- Careers department twitter feed highlighting external opportunities and support.

Meet the Team:

Mrs Lisa Kane (Careers Lead)



Mrs Kane has been teaching since 2002. She has been employed at Burton Borough school since 2014 and leads Careers, PSHE, Newly Qualified Teachers and Initial Teacher Training. In addition to her teaching qualifications (in Maths) she also holds a post graduate Certificate in Careers Education, Information and Guidance and began studying additional Masters credits in careers at Nottingham Trent University in 2019.

Miss Rachael Chadwick (FF Advisor)



Miss Chadwick has been working for Future Focus since 2010. She has been working in partnership with Burton Borough School since 2019. She supports students individually, in small groups and works with families to ensure Burton Borough Students receive the correct support to make smooth transitions to the next stage of their journey. Miss Chadwick holds a post graduate diploma in careers guidance from Coventry University.

Mrs Kay McClean (Work Experience Officer)



Mrs McLean has been working at Burton Borough as a PA since 2013. She took over the responsibility of Work Experience officer in 2017 alongside her other responsibilities. Mrs McClean liaises with placement providers, the Educational Business Links Team regarding health and safety assessments, advises students on current opportunities and updates the extensive database of placements.

Miss Sarah Dungey (Work Experience Officer)



Miss Dungey has been working at Burton Borough since December 2019. Employed as an assistant PA, she very quickly took on additional responsibilities relating to Work Experience, alongside Mrs McClean. Miss Dungey also liaises with placement providers, the Educational Business Links Team regarding health and safety assessments, advises students on current opportunities and updates the extensive database of placements.

The Partnerships & Provider Access

A key strategy for Careers provision is to develop relationships with local and national employers for enrichment activities, careers talks, mock interviews, meet the employer Q & A and work placements. If you are interested in working with us on enrichment projects, please contact the Mrs Kane via the [Contacts Form](#).

If you are a provider who would like to make our students aware of any education, training or apprenticeship opportunities, please refer to our Provider Access Policy within the [Careers Information, Advice and Guidance Policy](#) or contact Mrs Kane directly via the [Contacts Form](#).