



Ealing Fields
High School

Careers Information, Advice & Guidance (CIAG) Provision



2024-25

Ealing Fields High School

**Providing a comprehensive CIAG programme
for all students (Y7-11)**

Ealing Fields Careers Programme 2023-2024

Careers Information, Advice and Guidance at Ealing Fields:

Ealing Fields High School is committed to **preparing students for future success in education, employment and training**. Our 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 7-11. 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 Ealing Fields:

The Careers Leader at Ealing Fields is **Mrs J Eustace (Wider SLT- CIAG)**. 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:

- Mrs J Eustace (WSLT- Head of Careers Information, Advice and Guidance):
jeustace@ealingfields.org.uk
- Mr J Coussins: jcoussins@ealingfields.org.uk

Both our **school website and COPIA** contain information about our Careers programme.

Supporting Ealing Fields' Careers Programme:

If you or a family member or friend are a business or employer, education or training provider and **could support Ealing Fields with our Careers programme** (*including Work Experience placements, Careers talks, networking opportunities*) please do contact us as we are always looking to expand our network of employers and education providers. We are particularly looking for further Work Experience opportunities, Internships and Career talks in Hospitality, Medicine, Research and Languages industries; if you are able to offer any support with these areas, please do get in touch.

This year our Careers Fair will take place on 6th March 2025. We are looking forward to welcoming 30-40 employers and Post 16 training providers to our school to meet with students and discuss career planning. We would be delighted to hear from you if you are interested in attending.

Please contact Mrs J Eustace (jeustace@Ealingfields.org.uk) for further information.

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 Post 16 Act 2022:

In January 2018, the DfE introduced '**The Baker Clause**' which stipulates that schools must allow colleges and training providers access to every student in years 8-13 to **discuss non-academic routes that are available to them**. Furthermore, The Skills and Post 16-Act 2022 states that all students must have a minimum of 6 provider encounters before leaving school. 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 this legislation**, 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**
- **Other local colleges** (*Including Brentford FC Post 16 Football Education Programme, Capel Manor, Uxbridge 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*)
- **Inspiring the future** (*Boosting young people's motivation, attainment and future prospects by connecting volunteers from the world of work with schools*)
- **Code Avengers** - students in Years 7-9 complete Self-Guided Learning through the Code Avengers platform, allowing them to develop technical skills and an ability to learn independently online
- **Xello** – an online Career platform for all Y7-13 students (this provides students with a variety of different pathways into an industry)
- **Ealing Youth Employability Partnership** – Spark Charity supporting schools with employer engagement activities
- **JCP Support for schools** – supporting with provision of high quality and impartial careers advice to students

Quality Assurance within our Careers provision:

The quality of a school's career provision will be based on:

- 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 an inclusive environment that meets the needs of all students

In order to regularly **evaluate our Careers provision**, we complete a compass tool once per year, which provides information about how we are **achieving against the Gatsby Benchmarks**. Our most recent **Compass evaluation in September 2023** showed that we are making progress with meeting the Gatsby Benchmarks:

Benchmark	Feb 2021	Sept 2021	Sept 2022	Sept 2023	Sept 2024
1	64%	70%	94%	100%	100%
2	40%	80%	100%	100%	100%
3	81%	90%	81%	100%	100%
4	62%	87%	100%	100%	100%
5	25%	65%	100%	100%	100%
6	67%	67%	100%	100%	100%
7	85%	90%	80%	100%	100%
8	95%	95%	100%	100%	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 beyond Ealing Fields**.

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

Careers learning outcomes for Ealing Fields 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.

	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 (start preparing a Plan A, B and C for post 16) and fully engage in acquiring the additional skills and 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.
11	To research and understand the different options available to me at Post 16 and have a clear Plan A & B (even C) in place for my Post 16 pathway.

Termly Careers Programme at Ealing Fields 2024-2025:

We use the Careers Compass tool, student & parent feedback and Post 16 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 Y7-11 Pastoral programme
- ✓ Assemblies on Apprenticeships, Vocational courses & employment throughout the year
- ✓ Work Experience support during form time and after school
- ✓ Links with Invest-IN Careers & Work Experience courses and programmes
- ✓ Careers Fair for Y7-11 in March
- ✓ Whole school access to Xello – an online careers platform
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Regular 1:1 CIAG meetings with Y10 and Y11 to support with Post 16 pathways (with tutor, HOY, SLT)
- ✓ Work Experience week for Y10
- ✓ External speaker programme throughout the year
- ✓ Regular CIAG updates, opportunities and events emailed out to students

Careers Information Advice and Guidance Provisions within the Pastoral Programme:

At Ealing Fields, 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: Mr E Clifton

Email: eclifton@ealingfields.org.uk

Examples of CIAG focus in our Pastoral programme:

The image shows two examples of Pastoral Curriculum Overviews. The left one is for Year 7, Term 1, Autumn 1, and the right one is for Year 11, Term 1, Autumn 2. Both documents are structured as tables with columns for Week, Topic, Main Activities, Summary of the reading, Application to the 10:10 ethic, and Assembly. The Year 7 overview includes sessions on 'Self-Evaluation & getting things sorted', 'Understanding Business', and 'The 10:10 Ethic'. The Year 11 overview includes sessions on 'Working in the hard miles for others', '10:10 Ethic segment', and 'Agent for good'.

Year 7 Pastoral Programme – CIAG focus

Head of Year 7: Ms E Dunford-Jones

Email: EDjones@ealingfields.org.uk

- Term 1 Week 1: Self-Evaluation session focusing on targets for the year ahead
- Term 1 Week 1: Wider Learning focus – developing skills and talents beyond the classroom
- Term 1 Week 3: Pastoral session on responsibilities
- Term 1 Week 4: Self-Evaluation session preparing for Target Setting
- Term 2 Week 5: Pastoral session on identifying support and guidance
- Term 3 Week 1: Self-Evaluation session practicing interview skills
- Term 3 Week 2: Pastoral session on Future goals and ambitions

- Term 3 Week 3: Pastoral session on recognising new opportunities to develop skills Term 3 Week 14: Activities week & Residential trip – Parliament Day during Activities week promotes public speaking and knowledge of careers around policy

Year 8 Pastoral Programme – CIAG focus

Head of Year 8: Ms L Belfield

Email: Lbelfield@ealingfields.org.uk

- Term 1 Week 1: Self-Evaluation session focusing on targets for the year ahead
- Term 1 Week 1: Wider Learning focus – developing skills and talents beyond the classroom
- Term 1 Week 4: Self-Evaluation session preparing for Target Setting
- Term 2 Week 1: Pastoral session on opportunities and career ambitions
- Term 3 Week 1: Self-Evaluation session practicing interview skills
- Term 3 Week 5-9: Electives process for Y9 linked to Careers pathways Term 3 Week 14: Enrichment week & Residential trip – Careers Focus during Activities week

Year 9 Pastoral Programme – CIAG focus

Head of year 9: Ms A James

Email: ajames@ealingfields.org.uk

- Term 1 Week 1: Self-Evaluation session introducing Plan ABC and thinking about future pathways
- Term 1 Week 1: Wider Learning focus – developing skills and talents beyond the classroom
- Term 1 Week 4: Self-Evaluation session preparing for Target Setting & reflecting on future pathways
- Term 1 Week 5: Pastoral session on developing employability skills
- Term 1 Week 9: Pastoral session on how gifts and talents support your Career pathways
- Term 2 Week 1: Self-Evaluation session reflecting on Plan ABC
- Term 2 Week 1-2: Pastoral session on Finances and Budgeting
- Term 2 Week 6-11: Pastoral sessions on agency, future potential, work skills & GCSE options linked to Career pathways
- Term 3 Week 1: Self-Evaluation session reflecting on Plan ABC and Options Evening
- Term 3 Week 14: Activities week & Residential trip – Careers Focus during Activities week
- Term 3 Week 16: Self-Evaluation session reviewing the year and reflecting on Plan ABC

Year 10 Pastoral Programme – CIAG focus

Head of Year 10: Mr J Coussins

Email: Jcoussins@ealingfields.org.uk

- Term 1 Week 1: Self-Evaluation session reflecting on Plan ABC and starting to think about Work Experience
- Term 1 Week 1: Wider Learning focus – developing skills and talents beyond the classroom
- Term 1 Week 1-2: Pastoral sessions on future pathways and post 16 options
- Term 1 Week 3: Pastoral session on work experience
- Term 1 Week 4: Self-Evaluation session preparing for Target Setting and reflecting on future pathways
- Term 1 Week 4-6: CV writing and cover letters
- Term 2 Week 1: Self-Evaluation session reflecting on Plan ABC
- Term 2 Week 1-8: Pastoral sessions on a range of different pathways and Work Experience support
- Term 3 Week 1: Self-Evaluation session preparing for CIAG interviews
- Term 3 Week 1-6: Pastoral sessions on a range of different pathways and sectors
- Term 3 Week 8: Pastoral session 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: Ms B Finnegan

Email: bfinnegan@ealingfields.org.uk

- Term 1 Week 1: Self-Evaluation session focused on Plan ABC
- Term 1 Week 1: Pastoral session on being work ready
- Term 1 Week 2-4: Post 16 Pathways options
- Term 1 Week 4: Self-Evaluation session preparing for Target Setting and reflecting on future pathways
- 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: Self-Evaluation session reflecting on Plan ABC
- Term 2 Week 1: Pastoral session on professional image and finalising Post-16 choices
- Term 2 Week 3-4: Pastoral sessions on employability skills
- Term 3 Week 1: Self-Evaluation session reflecting on Plan ABC and preparing for GCSEs

Examples of slides from CIAG Pastoral sessions & Assemblies:

West London College:

Post-16 Options

West London College
wic.ac.uk

Guide to Levels

Level	Qualification	Equivalent to
3	Extended Diploma	3 A Levels
	Diploma	2 A Levels
	Certificate	1 A Level
2	Diploma	4 GCSEs (9 - 4 / A* - C)
	Extended Certificate	2 GCSEs (9 - 4 / A* - C)
	Certificate	1 GCSE (9 - 4 / A* - C)
1	Award / Certificate / Diploma	1 GCSE (3 - 1 / D - G)
Entry	Entry Level Qualifications	N/A
Pre-Entry	Pre-Entry Level Qualifications	N/A

West London College

Apprenticeships:

What are apprenticeships?

Apprenticeships

- Employed
- Paid a salary
- Contract
- 80% work 20% off the job
- Typically 1-4 years +
- 600+ standards
- Intermediate - Degree level
- Real job = responsibilities
- Not the easy option

Which employers offer apprenticeships?

Apprenticeships

Employers include: Cabinet Office, BBC, British Gas, PRET, pwc, AIRBUS, pets at home, MINI, BAE SYSTEMS, IBM, Specsavers, itv, FUJITSU, OSOS, LAND-ROVER, ROYAL AIR FORCE, sky, BRITISH AIRWAYS, NetworkRail, JAGUAR, GREENE KING, Starbucks, E, Santander, RBS.

CV writing & Work Experience:

Ealing Fields High School
Year 10

Look over your preparing your CV documents from last session.

You will have three computer sessions to complete & print off your CV. And one session to complete a cover letter or cover email.

- Thus 4th Nov: CV (computer room)
- Fri 5th Nov: CV (computer room)
- Thus 11th Nov: CV (computer room)

Print off & hand in a final CV (keep on school record & in Careers office) by the end of the session on **Thursday 11th November**.

(Miss Adams & Miss Ighorae will be round to collect them).

Aspire Programme
Year 10
You will receive a pack of documents, the first page is a CV template. You should give your teacher your sub-headers to complete your own CV.
Before you begin filling up your CV, reviewing what if practical activities offer help here: **please complete the two supporting documents**

1. How do I look about my employability skills?
2. Avoiding common phrases in your CV.

Make sure you keep these safe, make to start filling your CV after half term.
Remember all CVs will be collected on Friday 12th November...

Useful sentences:

- Develop ideas and back up your point: In particular L...
- Show how much you have done: Not only... but also...
- Illustrate your point: For example/ namely

Ealing Fields High School
Year 10

This is a **first draft** of a CV. What changes would you make?

SUPPORT

- What type of language have they used?
- Has it been proofread?
- Is it formatted consistently?

CIAG

CHALLENGE
What are referees (in this context)?

Alan Brown
12 Mill Lane, London, London E14 3XX
Telephone: 0207 536 253
Mobile: 075 88522
Email: info@ealingfields.org.uk

Work experience
Alan was employed as a community project officer with the aim of providing a range of services to disadvantaged young people in London.

Education and qualifications
2008-2010: North Essex College Business Management (VET) National Certificate
2006-2008: North Essex College ICT
GCSEs: English, Mathematics, Design & Technology, PE, Music, Art, Citizenship

Employment and work experience
2010-2012: Customer Services, Home Care
• Customer engagement and support work, handled cash and credit transactions and dealt with a range of customer complaints and enquiries.
• Provided excellent customer service and support to all customers.
• Strong ability in communication, teamwork and customer care skills.
Home Care Team Lead
• Worked with young people as a team leader.

Other skills and achievements
• Leadership in a school project for the school football team with a proven track record.
• Participation in the school sports.
• Participation in the school sports.
• Awarded Certificate of Appreciation for Leadership Skills.
• Awarded Certificate of Appreciation for Leadership Skills in a competition of high standard of work.
• Awarded Certificate of Appreciation for Leadership Skills in a competition of high standard of work.

Interests
Reading, Gardening, Volunteering, Football, Chess

Additional Careers Provisions

Ealing Fields Aspire Programme:

Wider Learning coordinator: MS H Barton

Email: hbarton@ealingfields.org.uk

Year group: Years 11 (currently)

A cohort of Pupil Premium high achieving students have taken part in St John's Oxford Aspire Programme pilot over the past three academic years. They meet fortnightly at school and take part in sessions designed around raising their aspirations for university, in particular to Oxford. They are given opportunities to visit Oxford University and meet with students to understand the processes involved and requirements needed to aspire to this pathway.

Duke of Edinburgh Bronze Award:

Wider Learning coordinator: Ms Windsor

Email: Mwindsor@ealingfields.org.uk

All Year 10 students are given the opportunity to participate in the Duke of Edinburgh scheme to gain their Bronze Award. The scheme gives the students the opportunity to gain leadership skills by encouraging them to get involved in the community, and learn a new skill, as well as keeping active by participating in a sport. All of these are expected to be done weekly, helping the students to build awareness of time management as well. As well as these sections, the students also go on an overnight expedition, gaining valuable team building skills, as well as being exposed to new experiences, such as map reading, tent building, and cooking outside. All of this culminates in the students gaining the renowned Duke of Edinburgh Bronze Award.

Charity & Enterprise:

Wider SLT: Enterprise Days: Mrs J Eustace

Email: jeustace@ealingfields.org.uk

Each year we hold six Enterprise Days, each led by the students in our six school houses. Form reps and the Charity Prefect have an important role to play in advertising and organising the days to raise as much money as possible for their House Charity. The House Charities are selected every five years and are voted on by students in each house. In form times, students plan activities that are cost-effective and enterprising in nature to maximise the profit they can make for charity. Students then collect and create the materials needed to run activities on the day and are in charge of selling the products themselves.

Students also take part in an annual Celebration Service for each year group, themed around a cultural and ethical issue and with a link to a charity. For example, Year 7s explore issues around global food and collect donations for our local foodbank. In Year 8, students think about unconscious bias and work with a local charity supporting the homeless and those recently out of prison. In Year 9, students reflect on issues facing their generation and make links with environmental charities. Each service includes a speaker from these charities or some outreach trips to see their work in action, therefore engaging with the work of the charity sector.

Student Leadership opportunities:

Assistant Headteacher for SMSC & Wider Learning: Mr E Clifton

Email: ecrifton@ealingfields.org.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 Job Description containing their duties. All students who achieve a leadership position will receive a student leadership lapel badge. The student leadership team (form reps, lead students and prefects) meet on a half termly basis in student council meetings to discuss important school issues. Their views and issues raised are taken to SLT meetings, and lead students or prefects often meet with the Head Teacher and School Governors to take forward their concerns and ideas. Form reps also reports back to their forms and bring forward their form's views to these meetings.

Year 7-10

Each Year Group has:

2 x Lead Students

In each Form Group has:

- a) Form rep x 2
- b) Sports rep x 2
- c) Assembly rep
- d) Literacy and Library rep
- e) Maths rep
- f) Science rep
- g) MFL rep
- h) Computing rep
- i) Drama rep
- j) Music rep
- k) Art rep (only in Y8 and Y9)

Year 11 Prefect Roles:

- 2 Head Students
- 6 Heads of House
- 2 Library Prefects
- 2 Sports Prefects
- 2 KS3 Prefects
- 2 Wellbeing Prefects

Enrichment Week:

Wider Learning coordinator: Ms Parmar

Email: eparmar@ealingfields.org.uk

Year group: Year 7-9

Each July, the school timetable is collapsed for a week and students take part in enriching activities and trips linked to their school curriculum and possible career paths. Residential trips also run in the UK (Y7 and 9) and abroad (Y8). The week aims to broaden students' horizons by engaging in learning outside of the classroom and developing a range of soft skills. Example trips from previous years include:

- Neasden Temple
- London Wetlands Centre
- Parliament
- Science Museum
- Hastings
- Harry Potter Studios
- Coastal Trip to Sussex
- Shakespeare in Action
- CREST Award
- Les Misérables Theatre Trip
- Kew Gardens
- Bletchley Park
- Ypres Battlefields
- Personal Finance workshop
- Old Operating Theatre
- Royal Courts of Justice
- Globe Tour
- Tate Modern
- Oxford University