



HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

Highfield Littleport Academy

Careers Programme Overview

Curriculum Outline

This document provides an overview of some of the key content outlined in the careers curriculum.

KS2	KS3	KS4	Sixth Form
<ul style="list-style-type: none"> Aspirations Day (part of National Careers Week) embedded curriculum role play opportunities employer talks linking classroom learning to the outside world community visits classroom based work experience – student responsibilities developing of speaking and listening skills celebration of skills and strengths discussing family jobs job corners/displays exploring job roles and responsibilities design and make projects including cooking developing social skills and awareness of relationships and boundaries developing aspects of personal safety and awareness of risks 	<ul style="list-style-type: none"> Aspirations Week (part of National Careers Week) developing employability skills throughout curriculum explicit units throughout each year to begin to focus thinking on next steps and options developing understanding of life in the wider world employer talks and activity setting Skills Builder sessions mini enterprise projects including Dragons' Den and The Apprentice style projects shadowing (parents/carers) workplace visits offsite employer and external speaker visits fundraising STEM ambassador visits STEM challenges whole Key Stage activity days Classroom based work experience known as 'Student Responsibilities' Developing transferable skills Community visits Residential trips links with Preparing for Adulthood skills Parent meetings/coffee mornings 	<ul style="list-style-type: none"> Aspirations Week (part of National Careers Week) developing employability skills throughout curriculum regular sessions dedicated to Work Related Learning and Independent Living skills ASDAN – PSD Skills Builder sessions work experience enterprise competitions large enterprise project workplace visits offsite careers and transition fairs employer and external visits college taster days fundraising apprenticeship talks careers carousel volunteering with a charity employer-led sessions mock interviews CV writing School based work experience Personal/careers guidance meeting Parent meetings/coffee mornings Careers guidance meeting Applications and support Community visits Residential trips Preparing for Adulthood skills 	<ul style="list-style-type: none"> Aspirations Week (part of National Careers Week) work placement enterprise project workplace visits career fairs transition fairs social enterprise Career guidance meeting Personal guidance meeting Community visits Residential trips Volunteering in the local community

Careers Education

Class teachers have an aligned understanding about the importance of delivering an impactful careers programme. The programme is delivered through standalone activities as well as being embedded throughout our curriculum through PSHE, Citizenship, preparing for adulthood and life skills.

The programme will provide information and advice but also inspire pupils and spark a positivity and curiosity about their potential next steps. This includes broadening horizons, building on employability skills, providing rich, memorable experiences and enabling all pupils to realise their potential and have high aspirations for their future. Delivery of the careers education may include group work, one-to-one teaching and practical activities. The delivery and content of the programme will be highly flexible and adaptable to meet the needs of each individual pupil.

Some of the education areas covered include:

Role Play and Work Spaces – Pupils play with costumes and other props around different jobs and work sectors. This can be a structured activity set by staff or it can happen during free play, for example, shops, cafes, pet care.

Family Jobs – pupils can be asked questions about the jobs of their families and friends. There may be opportunities for family members to come in to school to talk about their jobs and to have their child shadow them for a day at work.

External Speakers – we have a range of external speakers that we invite into school including employers, transition advisers, representatives from local colleges and jobcentre advisers. Talks and activity sessions are arranged for pupils and for parents/carers. Pupils

have time to prepare questions before attending guest speaker events. Visitors may run workshops with pupils.

Embedded Curriculum – Throughout Key Stage 2, teachers make links to careers throughout the existing curriculum. Pupils will discuss where lesson content relates to particular jobs or places of work. Further links are made to skills that pupils are continuously developing. In Key Stage 3 and 4, the embedded approach continues alongside more explicit taught sessions that focus on employability skills, preparing for work, application processes and life skills.

Offsite Visits – offsite visits (whether specifically to learn about a job or as part of the wider curriculum) involve discussion around careers and roles. These visits provide ample opportunities for pupils to develop their independence as well as their wider understanding of different aspects of life within the community.

Enterprise Activities and Competitions – Throughout school, pupils will work individually or in teams on specific tasks and briefs, to develop career-relevant skills. Projects may be set by teachers or by local employers or organisations. These may also be set in the style of 'Dragons' Den' or 'The Apprentice'.

CV Writing, Applications and Mock Interviews – Pupils in KS4 approaching decisions about their next steps will participate in activities to develop specific career readiness skills including application workshops, CV writing and interviewing techniques.

National Careers Week – Every year, pupils across the school will take part in careers activities throughout National Careers Week. This usually takes place at the beginning of March. This will help to raise the profile of careers throughout school as well as raising aspirations. This also provides a good opportunity to provide further events and information sharing with parents and carers.

Work Related Learning and Work Experience – Pupils in our upper school can expect to engage in work related learning throughout their curriculum. Work experience opportunities might include classroom based responsibilities, work experience within the school environment or specific work experience opportunities sourced on the pupil's individual interests and aspirations. Work experience placements can be flexible and adaptable to meet the needs of the pupil, therefore, it may vary in length and in level of support that is provided.

Community Visits and Events – Pupils of all ages have opportunities to make visits out into the wider community. This enables them to build on their developing skills and start to navigate the wider world. For pupils in KS4, they will be invited to attend specific careers events including local career fairs.

Skills Development – A large part of the careers programme focuses on developing skills and preparing pupils for the world of work and their next steps after leaving our school. We are using the skills from the Skills Builder Partnership framework which include listening, speaking, problem solving, creativity, staying positive, aiming high, leadership and teamwork.

Career and Personal Guidance Meetings – We are aware of our statutory duty to provide access to impartial careers guidance for pupils before they leave school at the end of Year 11. A careers advisor meets with our year 10 students to discuss impartial options and next steps.