

# Careers Policy



## Park Community Academy

Date: September 2021  
Revised 2023 MS

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# Park Community Academy

## Careers Policy Document

**"We grow together, we learn together, we will achieve our best together."**

*'Grow, learn, achieve'*

### Introduction

At Park Community Academy, Careers Education and Guidance plays an important role, underpinning all other aspects of life skills. It promotes the development of a full understanding of self, working environments and career opportunities. It formalises the use of action planning, showing its valuable role for the student both now and in the future, encouraging and promoting lifelong learning.

Careers is taught throughout the school in such a way as to reflect the overall aims, values and philosophy of Park Community Academy. The school's philosophy and aims can be seen in a separate policy.

The Careers Leader at PCA is Michael Shanagher, Head of Sixth Form and member of the SMT.

The Careers Programme is reviewed annually at the end of the academic year against the Gatsby Benchmarks of Good Practice in Careers Guidance, and updates and improvements are made as appropriate. Our evaluation always includes a review of the impact that activities within the programme have had on pupils.

### Aims

The key aims of Careers are to:

- encourage students to apply their knowledge and understanding in making decisions.
- promote self-development, through encouraging students to be aware of their own strengths and areas for improvement.
- encourage the students to investigate and develop their awareness of the choices and opportunities available to them in working life.
- encourage continued use of action planning throughout their school career and beyond.

To promote:

- spiritual, moral, social and cultural development
- key skills
- thinking skills
- financial capability
- work-related skills

The overarching aim of Careers is to help the pupils to become informed, thoughtful and responsible individuals who are aware of the world of work.

## **Subject Co-ordination and Organisation**

In order to meet these aims, Careers Education in Park Community Academy is organised through the Key stage structure. The Careers Co-ordinator has overall responsibility for the curriculum content and resources, whilst liaising with all key Stage co-ordinators and relevant subject co-ordinators ( PSHE, Citizenship).

Careers will be delivered through cross- curricular topics and where appropriate, through blocked modules of work. The balance between these types of delivery will depend upon the age and ability of the pupils concerned.

### **Key Stage 1:**

Pupils learn about all the careers associated with our school, their family and people who help us. They do this through the SCARF scheme in PSHE.

### **Key Stage 2:**

Careers are taught as part of the PHSE program. The pupils are taught about economics, well-being and how to be a good citizen. The pupils are required to look at the importance of working and contributing to society. The pupils also look at how money works and where it comes from. A cross section of jobs are examined, looking at what they do and how you would go about entering that profession.

### **Key Stage 3:**

Careers are covered throughout Key Stage 3's termly topics and numerous areas of the curriculum including 'Topic' lessons, PHSE and English. Throughout such topics, pupils learn about what work is available in our local community and globally. Pupils' go out into the community and visit local shops and services, as well as having visitors coming into school to talk to them.

Although not taught as a discreet lesson, careers are embedded throughout the curriculum within KS3 to prepare them for life once they have left school.

### **Key Stage 4/5:**

Careers are taught as a discrete lesson and results in part of the PSHE qualification. Pupils learn about Health and Safety at Work and application and interview techniques. Every KS4&5 pupil undertakes a mock interview provided by independent employers to enable pupils to experience an interview with a person not known to them about themselves and their career aspirations. All KS5 pupils attend a local annual careers convention at Blackpool Pleasure Beach where all Fylde Coast employers, training providers and educational establishments attend. We also invite pupils from Year 9 upwards to a Careers Fair held at PCA in Feb which consists of numerous employers, colleges and training providers. Pupils discuss post 16 options in their annual review and parents evening, particularly as the pupil approaches leaving. Pupils also take part in the Duke of Edinburgh Award undertaking the volunteering section in the local community.

Pupils have a one day a week placement at the two local colleges to prepare for post 16. Pupils can choose taster courses from Creative Computing, Catering, Drama, Hair and Beauty, Car Bodywork, Car Mechanics, Brickwork, Sport and Leisure, Horticulture, Farm Animals and Small Animal Care. Post 16 students continue with the College links course where they now have the option of gaining qualifications in choices such as construction, childcare, media/photography, car mechanics and catering.

Students in Year 11 **who are leaving PCA to attend an alternative FE provision in/around Blackpool**, undertake a **one** week block of external work experience at a business of their choice. **The process of identifying placements is supported by the Education Business Partnership and as far as possible is linked to the pupils aspirations for adulthood.** Recent placements have included: **Sandcastle Waterpark, B & M Bargains, Newhouse Nursery, Honest**

Crust, The Cottage Chippy, Charnwood Chippy, Muscle Gym and various mainstream primary schools. Students in Year 11 who have chosen to remain at PCA's 6<sup>th</sup> form will take part in work experience placements when in KS5.

Students in KS5 undertake a 6 week external placement that comprises a 1 day a week placement. Recent placements include: CJ Cycles, Toyland, Burton's Biscuits, Wilmott Dixon Construction and The Vue cinema. KS5 pupils also undertake work experience within school in the following areas: site staff, catering, support staff and administration.

Local employers are continually sought for work experience and to host visits to their establishment. Through our Enterprise Co-ordinator and Enterprise Adviser, employers are encouraged to be involved in other aspects of careers activities within school.

Sixth Form pupils also take part in an annual employability day organised by Young Enterprise and supported by local employers. During the day, students examine employability skills for their future careers.

Finally, the Education Business Partnership provide a 'World at Work' careers event within PCA where students in Year 11 who have chosen to attend PCA's 6<sup>th</sup> form & KS5 pupils can examine job opportunities across the whole world of work.

Key Stages 1-4 also take part in an annual £30 Enterprise challenge where classes compete to make the most money in 2 weeks through making and selling products and/or services.

### **Teachers and Support Staff:**

Within individual classes, teachers and support staff are aware of their role of providing both formal and informal careers guidance from the Early Years to the Sixth Form. In the delivery of core curriculum subjects, teachers incorporate activities which focus on careers related learning. In effect all staff are responsible for careers guidance at PCA. Next steps are always discussed at the pupil's Annual Review including career options as they get older.

### **Monitoring, Reviewing and Evaluation**

The Careers Programme is reviewed annually at the end of the academic year against the Gatsby Benchmarks of Good Practice in Careers Guidance, and updates and improvements are made as appropriate. Our evaluation always includes a review of the impact that activities within the programme have had on pupils.

The pupils will be involved in the evaluation of curriculum content after each complete module of work or at the end of each term, whichever is most relevant. This evaluation will take the form of questionnaires and/or discussions in a manner relevant to their age and ability.

Class teachers will review the content and resources annually. This information will be reported to the co-ordinator who will liaise with relevant subject co-ordinators before providing a written report for the school governors.

The co-ordinator will also provide information about the long term development of this subject to the Senior Management team. This will be incorporated in the School's development Plan to ensure ongoing continuity and development of the curriculum content, coverage and resources.

### **Resources**

The co-ordinator will evaluate existing resources within other subject areas in order to purchase and deploy new resources as they become available.

These resources will be kept within each key stage and the Key Stage co-ordinators will liaise with the Careers Co-ordinator to ensure the relevance and age appropriateness of material being used. A bank of relevant worksheets and resources will be built up linked to specific modules and containing any differentiated materials used.

A bank of possible Human Resources will also be developed alongside possible external visits. These will be assessed as the appropriateness for the age and ability of the pupils at Park Community Academy. They will be linked to other curriculum areas and written into the Schemes of Work.

## **Professional Development**

The Co-ordinator will:

- Attend appropriate in-service course and report back to the staff.
- Endeavour to keep up to date with personal reading relating to current issues, developments and new resources.
- Arrange and organise school-based in-service activities as part of the whole school INSET programme

## **Management of Controversial and Sensitive Issues**

Careers will naturally involve learning from real-life experiences, where sensitive and controversial issues are certain to arise. Pupils will not be sheltered from them but they will be dealt with in a sensitive manner relevant to the age and understanding of the pupils concerned.

Issues that are likely to be sensitive or controversial are:

- Political issues
- Family lifestyles and values
- Law and order
- Financial issues
- Unemployment
- Bullying

## **Learning Outside the Classroom**

Park Community Academy is committed to ensuring all pupils have the opportunity to experience learning outside the classroom.

**Our vision is.....**

To provide all of our children with rich and varied learning experiences through which they can reach their full academic and social potential, develop their self-esteem and also to encourage a commitment to life-long learning.

As a staff we strive to ensure all pupils have at least one learning outside the classroom experience per half term and that LOtC progressively develops knowledge, skills and understanding depending upon a pupils' individual needs.

## **E-Safety**

Park Community Academy is committed to ensuring the 'e-safety' of all our pupils throughout their learning across all areas of the curriculum.

ALL staff are responsible for ensuring the 'e-safety' of the pupils in their lessons and should report any concerns to the named people as outlined in the 'e-safety' policy. Pupils should also be encouraged to report any concerns they have, in order to allow academic and social learning to take place in a safe and happy environment

## **Provider access**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **student entitlement**

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Michael Shanagher, Head of Sixth Form/Careers Leader, Telephone: 01253 764130; Email: [admin@park.blackpool.sch.uk](mailto:admin@park.blackpool.sch.uk)

Opportunities for access A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers.