



### Statutory Obligation for Careers in School

In line with the Statutory guidance for governing bodies, school leaders and school staff, Careers guidance and access for education and training providers St Mary's Catholic High Schools Careers policy is working towards ensuring that all pupils have access to independent careers guidance from year 8 to year 11. The independent careers guidance provided will be presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option. It will include information on the range of education or training options, including apprenticeships and technical education routes, and it will be guidance to promote the best interests of the pupils to whom it is given.

### Aims and Objectives

- Careers inspiration and guidance at St Mary's is a progressive journey from Year 7-11. The aims of the Careers programme at St Mary's are:
- To develop positive attitudes in the pupils towards study and work.
- To develop employability and enterprise skills, such as teamwork and communication.
- To help students to plan and take control of their future making informed choices at key points in their education.
- To provide students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitudes and aptitudes.

- To provide students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, school leaver programmes, HE, FE, employment and training opportunities.
- To help students to reflect on themselves – their abilities, skills, aptitudes and attitudes – so that they can use this knowledge to consider their development.
- To provide students with impartial advice about options that is available to them.
- To provide equal opportunity of access to careers inspiration and guidance.

## Implementation of Careers Education

These aims are achieved through the Careers programme which is outlined below. All strategies are inline with the Gatsby Benchmarks. Careers Compass is completed twice per year and action points inform improvements. The compass assessment tool has helped St Mary's secure rapid progress towards the achievement of each Benchmark.

The Curriculum Leader along with the Enterprise Advisor network, Independent Careers Advisor, Curriculum Leaders, External Providers, and Employers strive for continuous improvement and build on each benchmark further.

The school is strong and committed to all 8 Benchmarks listed:

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. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

## Provision

### Year 7 provision

Careers inspiration and support starts in Year 7 through introductory lessons delivered within the PSHCEE framework, allowing the students to reflect on where they are now and on what they want to do in the future. Students are introduced to the online careers information available to them and they get the opportunity to browse the National Careers Service Website focusing on job profiles and job sectors. Pupils also complete the 'Barclay's Money Skills' programme of study.

### Year 8 provision

Students continue with this Year 8, again as a discrete topic within PSHCEE. Pupils investigate possible career routes and matching skills and qualities to suitable occupations.

Students are introduced to possible opportunities and pathways post 16. Stereotyping is addressed in each year group to ensure all students are aware and fully embrace the importance of equal opportunities. Pupils also complete a further 'Barclay's Money Skills' programme of study.

The Careers Lead delivers a whole assembly to the year 7 and 8 cohorts about the different post 16 routes available giving information of the different courses and routes available including entry requirements and the relevance of achieving their potential while at school.

### **Year 9 provision**

Year 9 also have a timetabled Careers lesson within the PSHCEE curriculum. The work is designed to help the students prepare for their options. Pupils focus on Self Awareness, Stereotyping, Opportunity Awareness, Decision Making and Transition. Transition includes the delivery of topics including pay slips, budgeting, trade unions and organisation charts. They use the National Careers Service to investigate entry requirements for particular jobs in preparation for their option choices.

There is a well-planned options process planned, to help students make informed choices, including an options evening which is attended by four local colleges and two training providers. The Careers Lead provides an assembly on post 16 opportunities, including-academic, vocational and apprenticeship routes. Year 9 students are invited to attend the school's annual Careers Fair, they also fully engage with the "My Future Super Learning Day" which is a focused day of careers workshops including employability skills, post 16 career options, applying for a course/job/university, apprenticeships, money management and a 'Meet the Professionals' employability panel.

### **Year 10 provision**

Mid-year, all pupils take part in a 'Mock Interview Day'. The aim is to give pupils first-hand experience of writing a personal statement and undertaking an interview. This event involves 15 local employers, college and apprenticeship providers. Students are fully prepared for writing their personal statement and performing in their interview via extracurricular workshops delivered by external providers and employers. Each pupil is provided with written feedback on their personal statement and interview which serves to facilitate the real life post 16 application process in Year 11.

Students receive at least three careers assemblies throughout the year and a focused 'My Future Duper Learning Day. All students have access to the annual Careers Fair which gives advice and guidance on post 16 & post 18 opportunities in the autumn term.

There are regular Visits to inspire and motivate students from a variety of pathways including a visit to the University of Central Lancashire and the Careers Expo 'What Career

Live'. Pupils also benefit from two sampling days at local colleges and visits to local employers such as Leyland Trucks.

### **Year 11 provision**

Year 11 have a planned Careers Inspiration and Guidance Management Programme that is completed throughout the year. It involves a variety of impartial experiences and workshops with employers and providers giving inspiration and guidance in a range of industry sectors. Year 11 also take part in the Careers Fair. This gives students the opportunity to seek impartial guidance and advice from over 30 professionals and organisations, in order to help with their post 16 options and decisions. During the 'My Future Super Learning Day', external providers deliver workshops including apprenticeship opportunities, and information is given as to where additional guidance can be received.

Pupils also benefit from a programme of 'drop in' lunch time information sessions delivered by local colleges and training providers, throughout the autumn term. Moreover each local provider delivers an assembly and an extracurricular application support session.

### **In house support**

The in house support programme includes investigating post 16 options, letters of application, CV's, application forms and interview techniques. Students are regularly given open day information during assembly and form time. An evening is also held at the school to introduce Key Stage 4 options to Year 9 pupils. Local providers also attend all parents' evenings. All students receive at least one careers assembly throughout the year giving information on how to utilise the careers opportunities organised within school.

Form tutors are also given regular updated information, and online links to pass on to students. The Careers department also makes use of Social Media and encourages both students and parents to follow the school app and Facebook page for latest updates. There is a calendar of events on the school website which gives students and parents advanced notices of up and coming events, presentations, initiatives and workshops.

Our focus this academic year is on linking careers to curriculum learning and so History, Geography and Maths lessons have benefitted from delivery by a local employer regarding a specific and relevant aspect of pupils study. Alumni are regularly used to inspire students and act as role models covering a range of subjects and year groups.

### **Groups of Focus - SEND, Vulnerable and LAC**

Extra provision is made for SEND, Vulnerable and LAC students. These students receive extra 1:1 impartial careers interviews. In response to the needs of the young people an external provider is arranged to offer tailored support and provide impartial advice and

inspiration on post 16 pathways and opportunities. The SENCO co-ordinator, Careers Advisor and Careers Co-ordinator work closely to support the transition stages.

### **Pupil Premium**

In year 11 Pupil Premium students are prioritised for 1:1 careers interviews. In response to the needs of the young people an external provider is arranged to offer tailored support and provide impartial advice and guidance on post 16 pathways and opportunities. A visit to a local university is also arranged for Pupil Premium students. Further support is given in Year 10 during the preparation for Mock Interviews. Those students who are Pupil Premium are prioritised and closely monitored throughout the post 16 application process.

### **Evaluation/Quality Assurance**

The school is committed to CPD for Careers and all team members actively seek CPD opportunities.

Regular meeting with Lancashire Education Partnership and the School Enterprise Link ensures a robust programme which meets all the criteria of the Gatsby Benchmarks and Government Statutory Guidance.

This, combined with extensive pupil voice, parent and external provider feedback ensures that there is a robust Careers programme that caters for all.

### **Annual Monitoring and Evaluations**

#### **Evaluations**

Reviews with Lancashire Education Partnership and the independent Careers Advisor are regular and ongoing. Pupil Voice is considered in all year groups following all events and feedback is gathered from all pupils after each event. Feedback is also taken from external providers and teaching staff supporting workshops and events.

### **Destinations**

All student destinations are collected in house by the schools Careers Lead and changes are made to the Careers programme accordingly.