

St Nicholas School Summary of Careers Strategy and Plan

St Nicholas School Careers Strategy: Summary

September 2023 – September 2026

St Nicholas School Careers Strategy September 2023- September 2026 Strategic Objectives	
Strategic Objective	Success indicators What measurable change will we see at the end of the 3+ years?
<ul style="list-style-type: none"> - Developing well informed, individualised careers and futures pathways <i>in collaboration with parents and carers.</i> <p>Expose all pupils in the cohort to the options</p>	<ul style="list-style-type: none"> - Maximise personalised accreditation opportunities to help facilitate progression and ensure that pupils are not excluded from any realistic post 16 options - Parents and carers will feel informed and up to date as to their dependent’s accessible next steps, knowing where to find information, resources and attainable futures, so pupils can express a preference by the end of year 10. - The school’s careers programme exposes pupils, parents and carers to a range of careers and the pathways which can help them access those careers. - The school’s social media, website and parental communications keep parents and carers informed of upcoming careers events and celebrates events and successes

- Employability and vocational profiling are fully embedded within teaching and the curriculum.

- For each year in KS3 & 4 for the Oak pathway, there is an agreed set of employability and life skills outcomes that will help pupils towards building a vocational profile using the Xello tool.
- Pupils can recognise how they can transfer employability skills such as those in Skills Builder which have been learned in class to the real world, potential employment and living within communities.
 - By age 16, all pupils will have received personal support and development opportunities for independent living which link to the principles of supported employment

- Employers, Employees and Labour Market Information: St Nicholas's Careers Programme makes use of relationships with local employers and employees that can facilitate work related working experiences that are accessible to our students.

- Synthesis of accessible local LMI into the careers curriculum, in association with the DWP, Local Authority and Careers Hub support
- Work related learning opportunities genuinely prepare pupils for future employment.
- Work related learning opportunities enable the development of functional skills and generate evidence applicable for accreditations such as: City & Guilds functional skills, AQA Unit Awards and OCR Vocational, Life and Living Skills.
- St Nicholas has named partner employers for each of the chosen Sector Skills areas who are involved in developing the careers programme.
 - School's website and social media publicises employer engagements and alumni destinations, attracting new partnerships and celebrating the pupil's successes

Careers Programme

2023 - 2025

Careers Team:

Simon Bounds, Careers Lead (SB)

Karen Stanley, Enterprise Adviser (KS)

Charlie Heap, DWP School Outreach Officer (DWP)

David Jenner, Strategic lead (DJ)

Milly Clark-Wilson, Oak Pathway Lead (MC-W)

Carrie Myhill, Head of Post 16 (CM)

KS 3 & KS 4 Oak pathway teachers

September 2023 – August 2025			
Strategic Objective 1: Develop well informed, individualised careers and future pathways in collaboration with parents and carers, using accurate and targeted labour market information (LMI)			
<i>Intent</i>	<i>Action</i>	<i>Who?</i>	<i>Success Criteria</i>
Oak KS3 & 4 teachers, to encourage linking careers with EHCP SMART target setting	Run a CPD session: write materials and schedule sessions during Oak pathway meetings	SB DJ MC-W	Audit of targets shows 100% having at least 1 careers pathway target

Ensure a supply of regular, accurate and relevant LMI	Define the kind of LMI required and find a source	The Education People (TEP) DWP schools team SB	Pupils and families begin using LMI in their pathway planning
Ensure that parents, carers and pupils can understand, access and use the LMI	After school workshop in term 2 for KS4 parents	KS4 Oak teachers DWP schools team SB	Pupils and families begin using LMI in their pathway planning
Pupils in KS 4 have input at least once a year on local LMI	Sessions for KS4 pupils on LMI from DWP schools lead	KS4 Oak teachers DWP schools team SB	Pupils and families begin using LMI in their pathway planning LMI informs prospecting of work experience places
Organise a provider fair with Canterbury Academy for careers weeks 2024 & 2025	Event planned by end of term 2, using feedback from evaluations of previous year's event	IAG team at CantAcad SB	Online evaluations from providers and participants are positive
Ensure all pupils have visited all potential providers by the end of term 4 in year 10	Book and publish a programme of visits	KS4 teachers SB	Evaluation sheets by pupils show understanding of each provider's offer; their feedback is recorded on Xello

Publish a brief communications strategy to inform staff, students and parents/ carers of careers activities and support	Produce a list of resources the school needs to produce and make available online to support staff, students and parents/ carers	SB DJ	A schedule of what needs to be produced and who will produce them
All Oak pupils can make a well- informed expression of destination preference by the end of year 10	Review careers programme to ensure that all pupils have had good quality, face to face contact with all providers	SB KS 4 teachers	A timetable of visits plus a resource to help pupils evaluate their visit
All Oak parents can help their dependent make a well-informed expression of destination preference by the end of year 10	Develop opportunities to enable parents to have contact with providers eg site visits	SB KS4 teachers	A timetable of visits plus a resource to help parents evaluate their visit
Parents and carers feel confident using Xello to help their dependent research potential careers during KS4	Investigate how to include parents/ carers in Xello completion Offer after school session to skill up parents	SB KS4 teachers Xello Customer Team	50% of parents/ carers are actively using Xello at home with their dependent
Strategic Objective 2: Employability and vocational profiling are fully embedded within teaching and the curriculum			
Xello			
Identify gaps in curriculum regarding vocational profiling in KS3	Audit and RAG rating of VP sectors	SB DJ	Submit proposal to address gaps to SLT by the end of term 4
Demonstrate how Xello uses the curriculum to develop accurate vocational profiling	Map Xello questions to curriculum	SB KS3/4 Teachers	Xello is referenced in planning for 2024-5

		MC-W	
Deliver the lessons in Xello as part of KS3 PSHE lessons	Collaborate with KS3 teachers to identify where additional resources need writing to deliver the lessons	SB SG MC-W	Lessons are included in planning for 2024-25
Pupils to complete the Xello self-assessment activities by term 4 of year 10	Identify any areas where pupils may need additional support/ resources to complete Xello	SB KS 3 teachers	Xello completion sessions are included in planning for 2024-25
Review careers programme to introduce Xello in year 8 or 9 rather than year 10	Identify which lessons and activities in Xello can be completed by year 8 pupils	SB MC-W Xello Customer Team	Xello included in year 8 or 9 planning for 2024-25
Produce guidance as to how to evidence work and progress in careers on the new B Squared system	Work through the relevant sections of B Squared	SB DJ	All relevant staff are confident in recording careers evidence on B Squared
Advise SLT on the value of joining the Skills Builder network	Evaluate the additional contribution SkillsBuilder could make to the development of employability skills	SB DJ MC-W	SLT can make a well-informed decision on procurement of SkillsBuilder
Involve other post 16 providers more explicitly in vocational pathways programme	Investigate which providers would be willing to contribute to	SB CM	At least 2 providers offer our pupils taster

	the programme, eg by offering vocational taster sessions		vocational sessions for 2024-25
All pupils to have at least one session with a Level 6 qualified IAG practitioner by the end of year 10	Seek IAG support from existing partners- CantAcad, TEP, DWP	SB	Timetable of sessions booked for 2023-24 & 2024 -5
Strategic Objective 3: The school's careers programme makes use of relationships with local employers and organisations who can facilitate work related vocational experiences that are accessible for our pupils			
Establish a work experience/volunteering programme with EK Hospitals Trust	Support 2 year 12 pupils in work experience as part of their study programme	SB CM Munya Badze (NHS)	First 2 pupils complete their programme successfully A model for the future is agreed
Establish a network of employers who are willing to offer work-related learning experiences	Use LMI to identify sectors locally which are likely to offer employment to our pupils in the future	SB KS TEP DWP	The school has at least 2 partner employers for each sector
Establish a network of employers who are willing to offer work-related learning experiences in the health and care sector	Organise a health & care careers fair using the same format as the post 16 provider event	CantAcad Munya Badze CM SB	Every Oak pathway pupil has contact with a health & care employer annually from year 8
Ensure that all the school's statutory obligations regarding careers are met	Review which obligations apply to special schools and audit which are currently met	SB DJ	The published careers programme meets all

		TEP	obligations by the end of term 2
Evaluate the effectiveness of the new programme commissioned from Lily's Café	Agree framework for evaluating the programme	DJ SB	Evaluation produced at the end of the academic year
Enterprise Project with Amelix	Establish a presence at the Amelix Unit 8 shop at least one day a week	SB Russell Sauntry, Amelix	Feasibility report produced for Headteacher for running a St Nick's shop by March 2024

Proposed Careers Progression Framework and Programme- St Nicholas School

Year 7 theme: the world of work: <i>'What jobs are there?'</i>		
Measurable outcome/s)	Activities (What will Year 7 do, practise, experience, learn...)	Monitoring (How will we check this is working)
<ul style="list-style-type: none"> - Pupils can describe a job from each of the 6 skills sectors and name an associated place, person and role 	<ul style="list-style-type: none"> - Enterprise eg HatHats coffee cup design competition 	<ul style="list-style-type: none"> - Evidence produced by pupils for enterprise projects
	<ul style="list-style-type: none"> - Workplace Visits 	<ul style="list-style-type: none"> - Written accounts of jobs in English lessons
	<ul style="list-style-type: none"> - Oak Academy Lessons 	<ul style="list-style-type: none"> - Articles about visits for school newsletter and website
	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> - Pictures from visits to workplaces

Year 8 theme: types of jobs: <i>'What sort of person does them?'</i>

Measurable outcome/s)	Activity (What will Year 8 do, practise, experience, learn...)	Monitoring (How will we check this is working)
- Pupils can describe the skills, character traits and knowledge needed for the jobs encountered in year 7	- Panjango trumps game	- Pupils can rank jobs by salary
	- Oak Academy Lessons	-
	- Workplace Visits with follow up visits to the school from the roles studied in lessons for Q & A	- Pupils prepare questions and form communication relationships with professionals
	-	-
- Year 9 theme: Skills, preferences and temperament: ‘What are they like to do ? Would they suit me?’		
- Measurable outcome	- Activity (What will Year 9 do, practise, experience, learn...)	- Monitoring (How will we check this is working)
- Pupils can start to identify local jobs and roles which would suit them	- Lessons on local labour market opportunities using “Start In Kent” LMI tool	- Pupils can formulate questions to use in their IAG interviews
	- Workplace Visits with follow up visits to the school from the roles studied in lessons for Q & A	- Pupils start to populate their Xello profile with preferences and build their search list
	- Job searches with the DWP schools team including visit to the job centre Plus Canterbury	
	- Xello vocational profiling	
	- Post 16 Provider Fair with Canterbury Academy	- Pupils identify providers of interest
	- Making Work Related Learning Video for the school YouTube site	
	- DWP presentation and Q & A: the benefits of work and local opportunities	- Pupils can see why work is desirable/ aspirational

	- My digital footprint workshop with police & DWP	- Pupils learn the dangers of social media disclosure/ carelessness
Year 10 theme: Self-knowledge and experiential learning: <i>'I'm learning more about myself; what job areas do I want to know more about?'</i>		
Measurable outcome/s)	Activity (What will Year 10 do, practise, experience, learn...)	Monitoring (How will we check this is working)
- I can identify careers I am interested in and construct a pathway via post 16 provision to enter that field. I can express a preference for my next destination by June of year 10	- Small group vocational experience options: - White Cliffs Country Parks- Samphire Hoe; - Lily's Social Café - St Nick's Enterprise projects (shop and Etsy site) - Managing part of the school website	- Pupils identify the kinds of work that suits them and is sustainable; they gain an awareness of their skills, strengths and areas to improve
	- 1-1 Initial IAG	- The Xello profile enables the IAG interviewer to focus their questions and set some research goals
	- Info sessions after school for parents/ carers	- Parents will evaluate the session for their confidence in supporting their child in their pathway research
	- Post 16 provider visits- each student will visit every provider	- EHCP reviews
	- Volunteering: beach and river cleans	- Xello portfolios
-	- Xello lessons: investigating job sectors and LMI	- Pupils can make contact with local employers
Year 11 theme: Self-knowledge and experiential learning: <i>'Making the right decision for me- where do I go next?'</i>		
Measurable outcome/s)	Activity (What will Year 11 do, practise, experience, learn...)	Monitoring (How will we check this is working)

<ul style="list-style-type: none"> - I will be able to match my skills, interests and aspirations to a pathway to employment which can be followed locally and described during the EHCP process 	<ul style="list-style-type: none"> - Individual workplace visits where pupils have expressed an interest in the employer or work sector - Bespoke post 16 Provider visits - Small group vocational experience options: <ul style="list-style-type: none"> - White Cliffs Country Parks- Samphire Hoe; <ul style="list-style-type: none"> - Lily's Social Café - St Nick's Enterprise projects (shop and Etsy site) - Managing part of the school website - Mock job application including interview 	<ul style="list-style-type: none"> - Evaluate for each pupil the preparation of 3-4 year post school pathway to employment for year 11 EHCP review meeting, which is matched to a comprehensive Xello vocational profile. This can be used by the pupils to focus their study programme at their next provider
-	<ul style="list-style-type: none"> - Visits and application to preferred provider 	
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Provider Access Arrangements: From school careers policy

Providers Access Policy Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 and is in line with the statutory updates of January 1 2023.

St Nicholas School is very pro-active in ensuring that other providers can access students and their parents to ensure they can publicise and explain their offer. Examples of this are clearly set out against the relevant Gatsby benchmarks in the Careers Programme, Careers Strategy and Careers Action Plan.

Pupil entitlement

All pupils 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 online events and face to face meetings when safe. These will comprise careers options events, workshops, parent twilight sessions, programme collaboration and taster events;
- to understand how to research and make applications for the full range of academic and technical courses, for example by using the Kent Prospectus portal run by KCC and the Cascaid Xello careers and destinations tool.

Management of provider access requests

Procedure:

All providers with an offer appropriate to our students are regularly invited into the school to meet our students and in some cases (for example Craftworks College) co-deliver programmes of study. Any provider wishing to request access can also contact Simon Bounds, Careers Lead, s.bounds@stns.org.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 pupils and their parents/carers. These will take place on a site which is accessible to all the secondary and post 16 sites upon which our students are based, including both satellite sites.

All the appropriate local post 16 providers are contacted individually by the careers lead annually to present their offer as part of the vocational pathways lessons. Classes are no more than 12 pupils so all have an opportunity to engage fully in Q & A with the providers.

For Oak pathway pupils in Key Stage 4 a whole day is timetabled each week for vocational pathways activities and all appropriate providers are invited to deliver information about their programme using all the facilities available. The following providers of vocational programmes are invited to present their programme to pupils in this way:

Beacon Plus
Bemix
Brogdale Craftworks
Canterbury Academy
East Kent College
Grow 19
KITE College
KT&A Apprenticeships
Liberty Training
Lily's Social Cafe
Runway Training
Supajam
Woodpecker Court

The school facilitates live online encounters with providers as well as taking pupils for taster and transition activities. All the providers above were invited to, and attended, a post 16 pathways fair on March 3 2023 in partnership with the Concordia Learning Alliance. This will be repeated this year.

Premises and facilities

The school will make the main halls, classrooms or meeting spaces available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the appropriate Lead Teacher or the Careers Lead. Students will be fully supported by teachers and learning support assistants so they gain the maximum benefit from any interaction with other providers and prospective employers.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead. This will be made available to pupils and families as appropriate and be freely available in the careers resource room.

Complaints

In the first instance a provider can raise a complaint about being denied access, or given poor facilities, to the Careers Lead. If the issue is not resolved then the provider should follow the complaints procedure for the whole school as published on our website.