

Careers Policy 2019 – 2020

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People involved in writing the policy:	Leader of Post 16 Provision Deputy Head of School Governing Body
People involved in consultation process:	Senior Leadership Team Governing Body Committee
Person responsible:	Leader of Post 16 Provision
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Introduction

Swiss Cottage School is committed to providing high quality careers education, information and guidance (CEIAG) to all students. We will review our CEIAG policy every two years to ensure it remains meaningful and effective. This Careers Policy indicates how Swiss Cottage School meets and exceeds its' statutory requirements under the Gatsby Benchmarks.

Student Entitlement Statement and Provision overview

Students are entitled to receive impartial and high quality careers education, information and guidance, from the beginning of Key Stage 3 through to the end of Key Stage 5.

(Gatsby Benchmarks 1, 4, 5 & 6) - Given the wide range of needs at Swiss Cottage School, how this CEIAG looks for different groups of learners will necessarily change. This fits with the overarching school philosophy of "Personalised Learning". Examples of how CEIAG provision looks for students on the Formal & Semi Formal pathways for students at Swiss Cottage School are shown below.

- Year 7 & 8 students begin to explore the world of work through their PSHE lessons, including identifying interests and skills. They will also experience different workplaces and community locations. Students continue to develop fine motor and attention skills which will be needed to apply to work related learning in subsequent years.
- Year 9 students consider their longer term aspirations for work and express this through their Education, Health & Care Plan reviews. This sets the structure and plans for the next Key Stage.
- Year 10 students begin to carry out on-site work experience activities in school, such as routine jobs, as well as beginning the "Working Towards" curriculum area on the semi-formal pathway, which includes learning about how to go about finding a job.
- Year 11 students participate in their first off site work experience placement at a suitable employer, as well as continuing their wider "Working Towards" provision. Students who are not able to participate in off-site work experience placements will have a placement at one of our on-site work experience pathways such as Employ Me, Venture Catering or Horticulture. Year 11 students also review their aspirations and longer term wishes through their Education Health & Care Plan reviews.
- Year 12 students at Swiss Cottage enter our Post 16 provision and have an increased focus on careers education through the "Vocational Learning" curriculum area. This includes a wider range of on-site work experience opportunities such as our Venture Café and Magic Breakfast Service.
- Year 13 students continue with their "Vocational Learning" provision, including on-site work experience. They also participate in their second off site work experience placement at a suitable employer and work in class and with external agencies to

explore more around CV's applications and interviews. Other students will focus more towards on-site work experience opportunities through our Employ Me, Venture Catering or Horticulture pathways.

- Year 14 students participate in their third off site work experience placement at a suitable employer. They have visits to local colleges, to explore transition opportunities after leaving Swiss Cottage and through their Education, Health & Care Plan reviews, are able to express their aspirations and decide where their next place of education will be.

This is an indicative provision suitable for the majority of our students, however, this will vary based on student needs. Further information about our on-site work experience pathways: Employ Me, Venture Catering and Horticulture are available at.... (*Schemes of work/overview of Pathways available*)

(*Gatsby Benchmark 8*) Students are made aware of their careers education programme through a range of different methods, depending on the needs of each student. For more verbal students, information is given at assemblies and with details on a display board. For others, a more visual approach is required and so Swiss Cottage use visual timetables and accessible symbols to show students what careers provision they regularly receive. An example of a visual timetable is available on request.

For our students on the informal pathway, CEIAG provision will necessarily look very different and focuses on ensuring our learners have an opportunity to be included in working life, supporting ongoing communication and cognition, enabling young people to have a positive impact and be valued, as well as supporting the formation of supportive relationships and friendships.

Swiss Cottage defines Careers Education, Advice and Guidance for students on Informal Pathway differently as to take a direct interpretation of the Gatsby Benchmarks would not be meaningful or appropriate for these learners. For example, "Encounters with Employers" for students on this pathway is defined as their experiencing different community locations and environments, with opportunities to interact meaningfully in these locations. Further information about Careers Learning on the Informal Pathway can be found in.... (*To draft short overview of how we interpret Gatsby and CEIAG for Informal Pathway as this is distinct to Formal & Semi-Formal*).

Raising Aspirations through the School Development Plan

(*Gatsby Benchmark 2*) Swiss Cottage School's careers policy aims to raise the aspirations of our students, families and the wider community about the capacity of young people with Special Educational Needs to be productive employees in the workplace.

This policy links to our School Development Plan with its focus on Preparation for Adulthood. The School Development Plan seeks: To Develop new vocational and work related pathways through the development of local partnerships; To Develop pathways into key community based organisations for work related learning and social inclusion

initiatives; and To Develop supported internship opportunities through collaboration with Camden Local Authority and the British Association of Supported Employment (BASE).

This careers policy follows Camden Local Authority Statutory Guidance on CEIAG.

School wide approach

This careers policy has been contributed to by the wider leadership team and there is significant support from Senior Leadership to implement this policy.

Through the student entitlement statement as detailed above, students are made aware of their entitlements. This policy has been agreed by the school governors and developed with the senior and middle leadership teams. Through the school website and newsletter, parents have been made aware of Swiss Cottage School's careers programme, with opportunities for them to comment and contribute through the parents' council.

There is a dedicated careers leader, Matthew Maguire, who as part of the school's Senior Leadership Team, has allocated time to focus on developing and co-ordinating the school's CEIAG provision and strategy, including working with members of the Extended Leadership team to develop schemes of work and resources for Careers Education.

There is also a dedicated annual budget for the development and provision of CEIAG.

(Gatsby Benchmark 3) Resources for CEIAG provision are largely created in house and tailored specifically to meet the needs of the students. Where external resources are used or bought in, these are adapted to meet students' needs and utilised within existing schemes of work.

At Swiss Cottage School we have multiple curriculums, tailored to different students' needs. CEIAG is present in all of these, so through Teachers' Meetings and Professional Learning Days, strong relationships are maintained between those responsible for the different curriculums, ensuring effective provision. This process is led by the Careers Leader and assessed and reported on by Senior Leadership.

We will carry out a training needs analysis of staff each year to determine any gaps and whether extra CPD training is required, on top of routine CPD.

Provision Review and Training

CEIAG provision at Swiss Cottage School is systematically reviewed to ensure it remains meaningful and effective, with the focus on learner outcomes. This process is led by the Careers Leader who is accountable for the overall provision of CEIAG at Swiss Cottage School.

The Careers Leader is undertaking specialist training at the Careers Development Institute (CDI) and will then run CPD training sessions with staff across KS3-5 delivering any part of our careers provision. Members of the senior leadership team have also

carried out specific training to develop careers provision, including training from the British Association of Supported Employment (BASE).

Careers Advice

(Gatsby Benchmark 8)

Swiss Cottage School students receive independent careers advice, commissioned through Connexions. The named person providing this service currently is Jessica Ahmed and Swiss Cottage holds a service level agreement with Connexions for this provision.

The trained Careers Advisor works together with the Careers Leader and Class Teachers to identify the most meaningful and effective way to offer careers advice to students with varying needs. Some may participate in 1:1 careers interviews; others may take part in group sessions supported by class teams, while some students' careers' advice will be largely through their parents, carers or other advocates.

As well as the information provided to parents as listed above, and the opportunity for them to contribute to the policy through the Parents Council, parents are also involved through the process of agreeing and updating Education, Health and Care Plans in annual review meetings. Parents are invited to contribute to these documents, help shape students' futures and to visit any colleges or other suitable provision prior to transition either in Year 11 or Year 14.

Working with Partners

(Gatsby Benchmark 7)

Swiss Cottage School maintains a strong link with Camden Local Authority and has taken leading role in shaping CEIAG provision for young people with Special Educational Needs. We have strong links with other schools and colleges, supporting each other to develop a cohesive strategy across Camden. Senior Leadership holds regular meetings with the Local Authority and other providers in order to achieve this.

We have strong links with Post 16 and Post 19 providers and, with the support of Connexions, signpost and support learners to find out about their transition options at the end of Key Stage 4 and Key Stage 5. These providers include:

- Leighton College
- Westminster Kingsway College: Alexandra College
- Westminster Kingsway College: Kennet West Skills Centre
- The Harington Scheme
- City of Westminster College
- City & Islington College (including Project Search at Great Ormond Street Hospital)

As part of the transition process in Year 11 and Year 14, these providers are invited to speak to Swiss Cottage students and parents to talk about their provision and what they can offer. When students and parents have decided which provider is appropriate for their learning, they are supported by Swiss Cottage and Connexions to make a smooth and effective transition.

Appendix 1 Swiss Cottage School Careers Programme

Aims & Vision

We aim to ensure a high quality of vocational and careers education for young people with special educational needs, to be delivered in a meaningful and appropriate way for their needs and circumstances.

Our vision is to increase the opportunities our students have of finding quality, paid employment in later life.

Through person centred planning with the Education, Health & Care plans at the centre, we support students to articulate their aspirations for adult life, including for many their aspiration to work.

Strands of Careers Education at Swiss Cottage

In order to support students to achieve their aspirations, careers education at Swiss Cottage School consists of the following strands:

- 1) Vocational Education lessons to support students to identify their skills, interests and talents. Including CV writing, interview techniques and applications.
- 2) Work Related Learning opportunities offering meaningful vocational experience on site.
- 3) A varied programme of Social Enterprise Activities
- 4) Off Site Work Experience at local businesses and charities, including job coaching to support students to excel at these placements
- 5) Experiences of different places of work and community facilities.
- 6) Financial literacy and budgeting. Swiss Cottage School is a Young Money Centre of Excellence for Financial Education
- 7) Support, including from external agencies, with job coaching and planning next steps once leaving school, including option of applying for a Project Search Internship at Great Ormond Street Hospital.

Careers Education Summary

Key Stage 3	Careers Education Focus
Year 7 & 8	- Lessons on Skills & Interests as part of PSHE provision - Roleplay of work related activities - Joining with and observing older learners carrying out vocational activities in school
Year 9	- Education, Health & Care Plan Transition Review - Working together with students and families to identify aspirations and goals for the future
Key Stage 4	Careers Education Focus
Year 10	- Curriculum focus on "Working Towards" in the Semi-Formal Curriculum. - Functional Skills lessons understanding what jobs are for and introducing concepts of making money and budgeting - Lessons focused on understanding and writing CV's, applying for jobs, interview practice and appropriate behaviour. - On site work related learning activities such as mail and fruit deliveries around school. - Social Enterprise businesses, including creating items to be sold.

Year 11	- First off site work experience placement in local business or charity. - Continued classroom and on site work focusing on CV's, applications, interviews and behaviour - Visits to Skills and Employment Fairs. - Education, Health & Care Plan Transition Review - Working together with students and families to identify aspirations and goals for the future. - Supporting students with transition to mainstream college for those who choose to do so.
Key Stage 5	Careers Education Focus
Year 12	- Increase in on site work related learning activities to include Magic Breakfast and Venture Café food services, Supporting parents groups, Data Entry and Filing for school offices. - Support from Camden Ability to develop understanding on processes involved in searching for and finding a job. Including developing CV's, interview techniques and applications
Year 13	- Continued participation in full range of on-site work related learning activities. - Second Off-Site work experience placement in local business or charity.

	- Job Coaching with support from The Right Place throughout work experience placements. - Continued classroom and on site work focusing on CV's, applications, interviews and behaviour. With support from Camden Ability. - Visits to Skills and Employment Fairs. - First opportunity for students to apply for Vocational Internships at Project Search.
Year 14	- Continued participation in full range of on-site work related learning activities. - Third and final Off-Site work experience placement in local business or charity. - Job Coaching with support from The Right Place throughout work experience placements. - Continued classroom and on site work focusing on CV's, applications, interviews and behaviour where appropriate. With support from Camden Ability. - Second opportunity for students to apply for Vocational Internships at Project Search. - Visits to Skills and Employment Fairs. - Education, Health & Care Plan Transition Review

	- Working together with students and families to identify aspirations and goals for the future. - Supporting students with transition from school to appropriate further education placement
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On site Work Related Learning Opportunities

Employ Me

The Employ Me Pathway is a student led greetings card social enterprise business based at school. Students design, create and distribute handmade greetings cards, made to order on request. Following a systematic production line style approach to the assembly and organisation of the product, makes it accessible to a wide range of learners of varying needs and strengths. In this way it provides meaningful work experience opportunities in a real business for those who are unable to meaningfully access off site work experience opportunities. Students also carry out the administrative tasks such as sending the monthly newsletter, ordering equipment and supplies as well as sending and receiving order forms.

The Venture Café

The Venture Café is a pupil led cafe which prepares and serves lunches for school staff. Post 16 pupils work our specialist Food Technology HLTA to prepare sandwiches, salads, soups and jacket potatoes, which are then sold alongside drinks and snacks. Pupils operate the till which uses technology to provide a more accessible interface. Pupils are also responsible for the other responsibilities of the café such as restocking fridges, tidying and cleaning.

Magic Breakfast

Every day in school a team of Post 16 pupils prepare and serve breakfast to younger pupils. They set up for the service, prepare and serve bagels, cereal and juice. Pupils are also responsible for cleaning and tidying up after breakfast service.

Those working at Magic Breakfast are allocated roles dependent on their abilities, needs and interests. The aim is to maximise independence at each role they have been allocated.

The Salon

Our Post 16 department is equipped with a hair salon, including wash basins, hair washing, drying and brushing equipment. Twice a week a small group of pupils offer salon services to staff and other pupils in the school.

Social Enterprise

Pupils in Key Stages 4 and 5 carry out a wide range of Social Enterprise activities, raising money for the School Charity and for class trips. Once every half term there is a stall run by pupils at a local supermarket, selling seasonal craft items they have made to members of the public.

Jobs around School

There are a range of other jobs around school which are carried out each week by pupils in Key Stages 4 and 5, including fruit and cereal delivery to all classes, office tasks such as shredding, filing and data entry.

Off Site Work Experience Partners (2018/19)

Octavia Foundation

The Octavia Foundation offer office based work experience at their central office in Kensal Green. Skills developed at this placement include Data Entry, Filing, Typing, Photocopying and other office organisational tasks.

Skip Garden

Skip Garden offers horticulture work experience at their public garden in Kings Cross. Skills developed at this placement include planting, watering, organisation of the garden site and maintenance of public areas. This placement is suitable for students who are independent travellers which allows an extra level of independence to be built into the placement.

Belsize Community Library

Belsize Community Library offers librarian work experience at their public library in Belsize Park. Skills developed include organisation of books, making hot drinks for and interacting with visitors, tidying of the library space and working with young children at small groups.

Shelter

Shelter offers retail work experience at their charity shop site on Finchley Road. Skills developed include managing and sorting stock, operating the till, interacting with customers and problem solving.

Green City Gardening

Green City offer horticulture and baking work experience at their ongoing community project at St Paul's Church in Camden. Skills developed include management of wild spaces, digging and planting of new wild flowers, as well as baking skills at a weekly group at the church.