



Careers Information, Advice & Guidance

# **Twyford C of E High School**

# **Careers IAG Programme**



2024-25

September 2024

**Providing a comprehensive CIAG programme** 

for all students in Y7-13

# Table of Contents

Introduction to Careers IAG at Twyford High School3
Careers department at Twyford3
Statutory Frameworks, The Baker Clause & Gatsby Benchmarks4
Quality assurance within the careers programme5
Careers IAG Learning outcomes for Y7-136
Careers IAG in the pastoral programme7
Year 7-9
Year 10 & 119
Year 12 & 1311
Twyford Advanced Programme
Twyford Advanced Programme
•
Oxbridge Programme, EPQ and Junior TAP

# Introduction to Careers Information, Advice and Guidance at Twyford C of E High School:

Twyford C of E High School is committed to preparing students for future success in education, employment and training. Our comprehensive Careers programme uses the Gatsby Benchmarks & The Baker Clause to develop and implement our Careers provision and enable a range of education and training providers to regularly engage with all students across Year 7-13.

Within our Careers programme, all students receive **unbiased & impartial information** about potential next steps and high quality careers guidance. We aim to provide high quality, meaningful opportunities for students to **encounter the world of work** and teach students a range of **employability skills** to ensure they have a successful future in the workplace.

Our vision for Careers supports our whole school ethos (John 10:10) of nurturing students unique **gifts, skills and talents** and ensuring students enjoy 'life in all its fullness' and engage positively with their future life choices.

# **Careers Leadership at Twyford:**

The Careers team at Twyford:

- Miss L Adams: Assistant Head teacher: Wider Learning & Careers
- Mr A John: CIAG & Progression Coordinator

As a school, all staff including Teachers, Tutors, Support Staff, Heads of Year, Heads of Department and Senior Leadership Team are committed to supporting our Careers programme.

The contact details for Careers & Work Experience are:

- ➤ Miss L Adams: ladams@twyford.ealing.sch.uk
- Mr A John: AJohn@twyford.ealing.sch.uk
- Careers IAG enquiries & work experience: <a href="mailto:ciag@twyford.ealing.sch.uk">ciag@twyford.ealing.sch.uk</a>

Both our **school website and COPIA** contain regular updates about our Careers programme including events, opportunities, talks and Careers Bulletins.

# **Supporting our Careers Programme at Twyford High School:**

If you or a family member or friend are a business or employer, education or training provider and **could support Twyford with our Careers programme** (including Work Experience placements, lunchtime careers talks, networking opportunities & attending our careers Fair in March 2025), please do contact us as we are always looking to expand our network of employers and education providers.

# <u>Careers Guidance in schools –</u> Statutory Frameworks & Gatsby Benchmarks:

In December 2017, the Department for Education (DfE) published a new Careers Strategy for secondary schools followed by statutory guidance in January 2018. Schools must have an appointed Careers Leader and a Careers Information, Advice & Guidance (CIAG) Programme for each academic year.

All Secondary schools, Sixth Form & Colleges should now be meeting the **Eight Gatsby Benchmarks** (outlined below):

# The Gatsby Benchmarks:

- 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. Experiences of workplaces
- 7. Encounters with further and higher education
- 8. Personal guidance

#### The Baker Clause:

In January 2018, the DfE also introduced 'The Baker Clause' - an amendment to the Technical and Further Education Act 2017. The Baker Clause stipulates that schools must allow colleges and training provider's access to every student in Y8- 13 to discuss non-academic routes that are available to them. It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy.

To ensure we are **compliant with The Bakers Clause**, we have developed excellent links & partnerships with the following organisations & providers, who regularly run assemblies, talks, small group sessions & workshops for our students:

- Local colleges: West London College, Brentford FC Programme, Capel Manor
- **ASK Programme**: Apprenticeship, Support & Knowledge
- **Partner of InvestIN**: Immersive career programmes for 12-18 year olds, free bursary places for Pupil Premium students available
- **Countryside**: A construction company based in Acton
- **Xello**: Online career platform for all Y7-13 students which provides students with a careers profile & different pathways into an industry
- SpringPod: Virtual work experience platform available to all students in Y7-13

# **Quality Assurance within our Careers provision:**

Good quality careers guidance in schools should include:

- How the curriculum extends beyond the academic, technical and vocational
- The Broader development of students; enabling students to discover interests
- How students are prepared for future success in their next steps
- How schools promote an inclusive environment that meets the needs of all students

In order to regularly **evaluate our Careers provision**, we complete a compass evaluation (arranged by *The Careers & Enterprise Company*) twice per year, which provides information about how we are **performing against the Gatsby Benchmarks**. Our most recent **Compass evaluation in September 2024** showed that we are making excellent progress with meeting the Gatsby Benchmarks, well above national average:

	2019	2020	2021	2022	2023	2024
1	17%	88%	91%	100%	100%	100%
2	80%	85%	85%	100%	100%	100%
3	72%	81%	90%	100%	100%	100%
4	56%	60%	87%	100%	100%	100%
5	50%	75%	75%	100%	100%	100%
6	87%	87%	87%	100%	100%	100%
7	66%	79%	79%	100%	100%	100%
8	37%	95%	95%	100%	100%	100%

We are confident that our Careers provision is **wide ranging, inclusive and diverse**. Within our Pastoral Programme, Wider learning offer, Curriculum and additional Careers IAG provisions, we feel that we are giving students the **right support, knowledge and skills to be successful in their future at Twyford at beyond.** 

As always, we are open to receiving feedback & suggestions for further ways to continue to develop & refine our Careers programme.

# **CIAG Learning Outcomes for Twyford students:**

We have identified the key Careers development learning outcomes for students in each year group. Students will reflect on their progress with these outcomes after each Quarterly Assessment using their self-reflection record booklets.

	CIAG Learning Outcome
7	To begin to think about the types of careers that I might be interested in based on the subjects I enjoy & the things I am good at.
8	To make decisions about the subjects I will choose for my electives that would be best suited to the careers that I am interested in pursuing in the future.
9	To research future pathways and fully engage in acquiring the additional skills & experience I need to prepare me for my future pathways.
10	<ul> <li>To be able to write a CV which demonstrates my employability skills and use this to secure a meaningful and valuable Work Experience placement.</li> <li>To begin thinking about my Plan A &amp; B (and C) options for my Post 16 pathway</li> </ul>
11	<ul> <li>To research and understand the different options available to me at Post 16.</li> <li>To have a clear Plan A &amp; B (even C) in place for my Post 16 pathway.</li> </ul>
12	<ul> <li>To begin researching and planning my Post 18 options.</li> <li>To be able to refine and update my CV and use this to secure a Work Experience placement in the field I am interested in pursuing at Post 18.</li> </ul>
13	<ul> <li>To research and understand the different options available to me at Post 18.</li> <li>To have a clear Plan A and B (and C) in place for my Post 18 pathway.</li> </ul>

To support students with meeting the learning outcomes, we have a range of support & resources in place. There are further details below but these include:

- ✓ CIAG focus in our Y7-13 Pastoral programme
- ✓ Careers office based in M-Block
- ✓ Assemblies on Apprenticeships, Vocational courses & Employment throughout the year
- ✓ Work Experience support sessions at lunchtime
- ✓ Post 16 options support during Thursday AM registration
- ✓ UCAS Convention for all of Y12 in March
- ✓ Careers Fair for Y7-13 in March (with approx. 35 employers & HE providers)
- ✓ Access to Xello Online careers platform for Y7-13 students & all staff
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Regular 1:1 CIAG meetings with Y10-Y13 to support with pathways
- ✓ Work Experience week for Y10 & 12
- ✓ External speaker programme (lunchtimes or P5 12 careers talks booked for 2024-25)
- ✓ Half-termly CIAG bulletins emailed out to all students, parents & carers
- ✓ SpringPod online work experience platform for Y9-13 students

# **CIAG focus within the Pastoral programme Y7-9:**

At Twyford, we have a comprehensive Pastoral programme for every year group, which combines tutor sessions and assemblies focusing on different aspects of our 10:10 ethic. The programme is designed to support students in their Spiritual, Moral, Social and Cultural development (SMSC).

There are also many opportunities within the pastoral programme to focus on Careers IAG at different stages throughout the year, particularly when students are making choices about their future steps and pathways. As students progress up through their education, the CIAG guidance sessions increase to support them with Post 16 and Post 18 plans. When a pastoral session has a Careers focus, the session will clearly show the CIAG logo.

The key CIAG focus points for Y7-9 are outlined below:

Pastoral Curriculum Coordinator: Ms Chaffey Email: HChaffey@twyford.ealing.sch.uk

## **Year 7 Pastoral Programme – CIAG focus:**

Head of Year 7: Ms De Luca

Email: NDeLuca@twyford.ealing.sch.uk

Term 1:

• Pastoral session: 'Wider Learning focus – developing skills & talents beyond the classroom'

#### Term 2:

- **External pastoral workshop:** 'Your Life You Choose' (several different employers delivering workshops)
- Pastoral session: 'Developing Leadership & Employability skills' (links to employment)

#### Term 3:

- Pastoral session: 'Future goals and ambitions'
- Pastoral session: 'Introduction to Xello careers platform'
- Pastoral workshop: 'Living in the wider world'

### **Year 8 Pastoral Programme – CIAG focus:**

Head of Year 8: Mr Jones

Email: mjones@twyford.ealing.sch.uk

#### Term 1:

Pastoral session: 'Wider Learning focus – developing skills & talents beyond the classroom'

#### Term 2:

- Pastoral session: Career Ambitions
- Pastoral session: 'Introduction to Xello careers platform'

- Assembly: Electives process for Y9 (x 2 assemblies)
- Pastoral sessions: CIAG for Y9 electives (x 4 pastoral sessions)
- Pastoral workshop: 'Choices''

# **Year 9 Pastoral Programme – CIAG focus:**

Head of Year 9: Ms Shine

Email: MShine@twyford.ealing.sch.uk

#### Term 1:

• Pastoral session: 'Thinking about your future choices'

• Pastoral session: 'How can your gifts & talents support your career pathway'

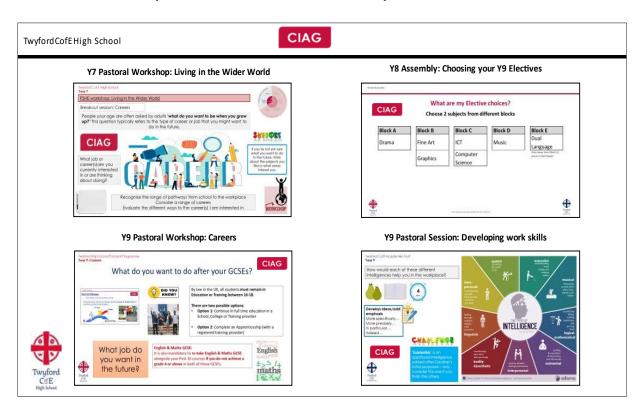
#### Term 2:

- **Pastoral session** 'Exploring different Career Pathways' (x 8 pastoral sessions)
- Pastoral session: 'Career Matchmaker Quiz using Xello careers platform'
- Information Evening: 'Y9 GCSE information Evening' for students & parent / carer
- **Pastoral session:** 'Choosing your GCSE options pathway' (x 2 sessions)

#### Term 3:

- Assembly: 'Y9 into 10 GCSE options'
- Pastoral workshop: 'Careers'
- Pastoral session: 'Developing work skills'
- Activities week: Day trips & activities programme in different careers & industries

### **Examples of Careers IAG for Y7-9 in the pastoral curriculum:**



# CIAG focus within the Pastoral programme Y10 & 11:

The key CIAG focus in pastoral sessions for Y10 & 11 are outlined below:

# **Year 10 Pastoral Programme – CIAG focus:**

Head of Year 10: Ms Mills

Email: KMills@twyford.ealing.sch.uk

#### Term 1:

• Information Evening: Presentation on Work experience & Post 16 Options

• Assembly: 'Work experience launch'

Pastoral session: 'Introduction to Xello'

Pastoral session: CV writing (x 4 sessions)

• **Support sessions:** Work experience lunch time drop-in sessions

#### Term 2:

• **Assembly:** A-Levels & T-Levels assembly

• **Assembly:** West London College assembly

• **Assembly:** Apprenticeships assembly

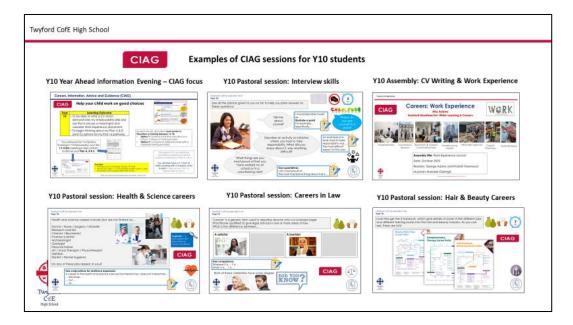
Pastoral sessions: A-Levels, T-Levels & Vocational courses, Apprenticeships (X 3)

• Pastoral sessions: Interview skills (x 3 sessions)

• **Pastoral sessions:** Careers sessions: Digital, Business, Health & Sport, Science, Engineering, Architecture, Protective services, Sales & Marketing, Finance & Banking (x 9 sessions)

• **Support sessions:** Work experience lunch time drop-in sessions

- Pastoral sessions: Careers sessions exploring industries Performing & Creative Arts, Environment & Agriculture, Social media, Childcare & Education, Animal Care, Construction, Transport & Logistics, Hair & Beauty, Social Care, Law, Travel & Tourism (11 sessions)
- Information Evening: Planning for post 16 options evening for students & parents
- CIAG 1:1 meeting 1: Plan A, B & C Post 16 options meeting (student, SLT, parents)
- **Support sessions:** Work experience lunch time drop-in sessions



# **Year 11 Pastoral Programme – CIAG focus:**

Head of Year 11: Ms Mehta

Email: LMehta@twyford.ealing.sch.uk

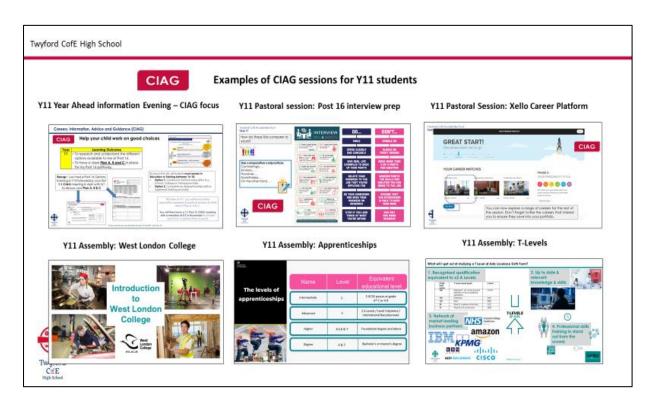
Term 1:

- Information Evening: Presentation on Post 16 Options & Pathways
- **Assembly:** *T-Levels at Ada Lovelace assembly*
- **Assembly:** Vocational Course at College assembly
- **Assembly:** Level 3 & Degree *Apprenticeships assembly*
- **Pastoral session:** 'Finalising Plan A, B & C using Xello' (x 2 sessions)
- **Assembly:** Y11 into Y12 new course information
- Information Evening: Twyford Sixth form information evening
- CIAG 1:1 meeting 2: Plan A, B & C Post 16 options meeting (student, SLT, parent / carer)
- Support sessions: Post 16 options lunch time drop-in sessions

#### Term 2:

- **Support Session:** 'Support with College applications' small group session
- **Support Session:** 'Support with Apprenticeship applications' small group session
- Pastoral sessions: Post 16 Plan A, B & C sessions following Q2 (X 2 sessions)
- **Support sessions:** Post 16 options lunch time drop-in sessions
- **Support sessions:** Further 1:1 CIAG meetings with Careers team (by invitation)

- Pastoral sessions: Post 16 Plan A, B & C sessions following Q3 (X 2 sessions)
- **Support sessions:** Post 16 options lunch time drop-in sessions
- **Support sessions:** Further 1:1 CIAG meetings with Careers team (by invitation)



# **CIAG focus within the Pastoral programme Y12 & 13:**

The key CIAG focus in pastoral sessions for Y12 & 13 are outlined below:

# **Year 12 Pastoral Programme – CIAG focus:**

Head of Sixth form: Mr Arthur (marthur@twyford.ealing.sch.uk)

Head of Year 12: Mrs Easton

Email: teaston@twyford.ealing.sch.uk

#### Term 1:

Information Evening: Presentation on Post 18 Options & Pathways

Assembly & Pastoral session: Work & Employment pathways

• Pastoral session: Using Xello to explore Careers

Pastoral session: CV writing workshop
 Pastoral session: Employability skills

• CIAG 1:1 meeting: 1 per half term with tutor / sixth form team

• Support sessions: Post 18 options lunch time drop-in sessions

#### Term 2:

Assembly & Pastoral session: University pathways

• Assembly & Pastoral session: Apprenticeship pathways

• Assembly & Pastoral session: Gap Year / Volunteering Pathways

• Support Session: 'Support with Apprenticeship applications' small group session (January)

• CIAG 1:1 meeting: 1 per half term with tutor / sixth form team

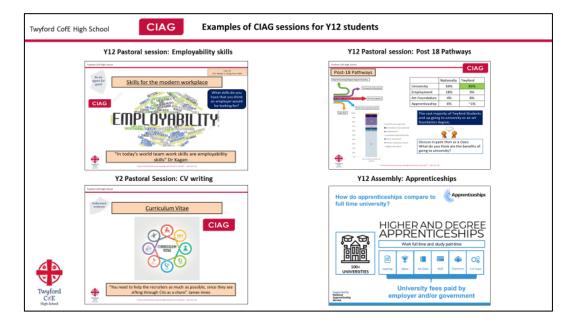
Support sessions: Post 18 options lunch time drop-in sessions

#### Term 3:

• Pastoral sessions: UCAS support (4 weeks)

• CIAG 1:1 meeting: 1 per half term with tutor / sixth form team

• **Support sessions:** Post 18 options lunch time drop-in sessions



## **Year 13 Pastoral Programme – CIAG focus:**

Head of Sixth form: Mr Arthur (marthur@twyford.ealing.sch.uk)

Head of Year 13: Mr El-Emam

Email: delemam@twyford.ealing.sch.uk

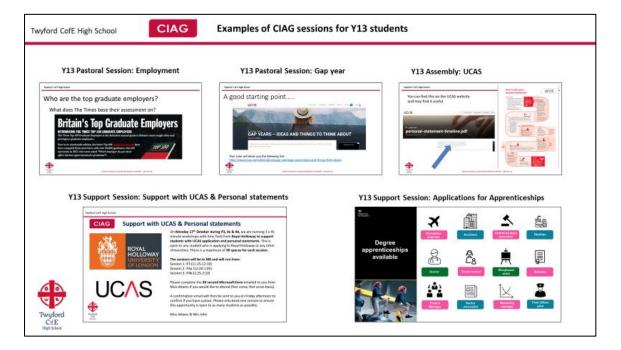
#### Term 1:

- Information Evening: Presentation on Post 18 Pathways
- Assembly & Pastoral session: Finding a career you love
- **Assembly & Pastoral session:** *Understanding the UCAS process*
- **Assembly & Pastoral session:** Writing a Personal Statement
- **Assembly & Pastoral session:** Degree Apprenticeship pathways
- Assembly & Pastoral session: Employment pathways
- **Assembly & Pastoral session:** *Gap Year / Volunteering Pathways*
- Assembly & Pastoral session: Employment after University
- Assembly & Pastoral session: Preparing for University interview
- CIAG 1:1 meeting: 1 per half term with tutor / sixth form team
- **Support sessions:** Post 18 options lunch time drop-in sessions

#### Term 2:

- Assembly & Pastoral session: How to ace a job interview
- Assembly & Pastoral session: Unconditional offers
- Support Session: 'Support with Apprenticeship applications' small group session
- CIAG 1:1 meeting: 1 per half term with tutor / sixth form team
- Support sessions: Post 18 options lunch time drop-in sessions

- CIAG 1:1 meeting: 1 per half term with tutor / sixth form team
- **Support sessions:** Post 18 options lunch time drop-in sessions



# Additional Careers Provisions: Twyford Advanced Programme (TAP):

We also run an extensive Twyford advanced programme for students in Y9-13 which again has many links to supporting students with their future Education & Careers. Please find details below:

Head of Twyford Advanced Programme: Ms Fancourt

Email: mfancourt@twyford.ealing.sch.uk

## **Oxbridge Programme:**

Year group: 12

No of students involved: Approx. 100

**Duration of programme:** 

• Year 12: 1 lesson a week

Year 13: workshops and interviews

#### Main aims of programme:

 Year 12 & 13: supporting students in making applications to Oxford and Cambridge Universities as well as preparing them for interviews.

#### **Examples of session content:**

- Year 12: in depth looks at the Oxbridge collegiate system and application process; academic research methods; how to construct convincing arguments and analyse questions in an undergraduate style.
- Year 13: formal timetabled mock interviews with external Oxbridge graduate interviewers as well as Oxbridge interview workshops. Opportunities to attend lectures and workshops through partnerships with Harrow (Lumina) and St Paul's Girls School.

# **EPQ**

EPQ Coordinator: Ms Scott (EScott@twyford.ealing.sch.uk)

Year group: Years 9-11

No of students involved: Approx. 15

**Duration of programme:** 

• Years 12-13: 1 session a week

### Main aims of programme:

• Complete Extended Project Qualification

#### **Examples of session content:**

• Academic writing and research methods

### **Junior TAP**

Coordinator: Ms Smith/Ms Purdy (FSmith@twyford.ealing.sch.uk/KPurdy@twyford.ealing.sch.uk)

Year group: Years 9-11

No of students involved: Approx. 45

**Duration of programme:** 

• Years 9-11: 1 session a fortnight

#### Main aims of programme:

• Year 9-11: Raising aspirations of younger students in applying to top universities

#### **Examples of session content:**

Years 9-11: current affairs discussions and debate

#### **13** | Page

# **Maths Stretch**

Maths Stretch Coordinator: Dr Doherty Email: tdoherty@twyford.ealing.sch.uk

• Year group: Years 12-13

• No of students involved: Approx. 10

• Duration of programme: Years 12-13: 2 sessions a fortnight

Main aims of programme: Prepare for Maths-based admissions tests for university.

• Examples of session content: MAT, TMUA, STEP preparation

# **History Scholars**

History Scholar Coordinator: Mrs Easton Email: teaston@twyford.ealing.sch.uk

- Year group: Year 12 and 13, with a Junior section in Year 9
- Approx. total no. of students involved: 80 students
- **Duration of programme:** Year 9 October-June, Year 12 December-June, Year 13, September-November.
- Main aims of programme: to help develop speaking and confidence skills through debate, and then to coach students with Admissions Tests and Interview Skills
- Examples of session content: Debates held on a wide variety of extra-curricular topics. Admissions Test (HAT) practice. Practice group interviews. Humanities Day Conference on further education and careers in Humanities subjects. Historical Association Lecture within school, and further lectures promoted.

## **Medicine Society (MedSoc)**

MedSoc Coordinator: Dr McMurray Email: rmcmurray@twyford.ealing.sch.uk

- Year group: Year 12 and 13 primarily, external speaker events also open to Year 10 and 11
- No of students involved: 65 students
- **Duration of programme**: will continue throughout the year, roughly one lunchtime MedSoc session each week, excluding quarterly assessment weeks
- Main aims of programme: to help prepare prospective medicine, dentistry and vet medicine students for their applications to their respective courses
- Examples of session content: mock MMIs (multiple mini interviews) to help prepare them for the rigours of an interview for their course. UCAT and BMAT sessions where they find out how the tests are used and try practice questions. Journal club where students present articles that they have researched. External speaker events where specialists from their fields. Outreach officers from different universities, and others come in to speak to the students and answer their questions.

# **Crest Award**

Crest Coordinator: Mr Hepburn

Email: WHepburn@twyford.ealing.sch.uk

• Year group: 10, 12 &13

• No of students involved: 40-50 students

• **Duration of programme:** 3.5 terms (Throughout Y12 and first half term in Y13)

• Main aims of programme: Conduct original scientific research according to Scientific Method.

## **Examples of session content:**

- 1. Effect of Sugar in cells
- 2. Landfills changing pH of soil
- 3. Benefits of gut bacteria
- 4. Are commercial pharmaceuticals labelled correctly?



# **Student Leadership opportunities:**

Head of Student Leadership: Mr El-Emam Email: <a href="mailto:delemam@twyford.ealing.sch.uk">delemam@twyford.ealing.sch.uk</a>

Our aim is to have a **student leadership pathway that is accessible to all students** and develops their leadership and employability skills throughout Y7-13. With such a strong focus on developing leadership skills and qualities, our aim is to equip all students with the necessary **leadership habits and skills to be outstanding leaders and employees in their future**. Leadership roles are open to all students and all students must complete an application form and in some cases, take part in an interview process. Every student leadership role has a detailed **Job Description and overview of duties**. All students who achieve a leadership position will receive a student leadership lapel badge. The student leadership team meet on a termly basis in student council meetings to discuss important school issues; they then meet with the Headteacher, Mr Bennett, to discuss matters arising and feedback to the rest of the school via student council assemblies.



#### Year 7-11 roles:

- 2 Year Reps
- 7 Form Reps
- 7 Sport Reps
- 7 Music Reps
- 7 Enterprise Reps
- 7 Chaplaincy Ambassadors
- 7 MFL Reps
- 7 Creative Arts Reps
- 7 Eco Reps
- Peer mentors (Y10)
- Prefects (Y11)
- Reading Mentors (Y10 & 11)

#### Year 12:

- 14 Captains
- 7 Chaplaincy Ambassadors
- 7 Creative Arts Captains
- 7 Enterprise Captains
- 7 Sport Captains
- 7 MFL Captains
- 7 Music Captains
- 7 Eco Captains
- 25 Form Mentors

#### Year 13 Senior Studer Leadership roles:

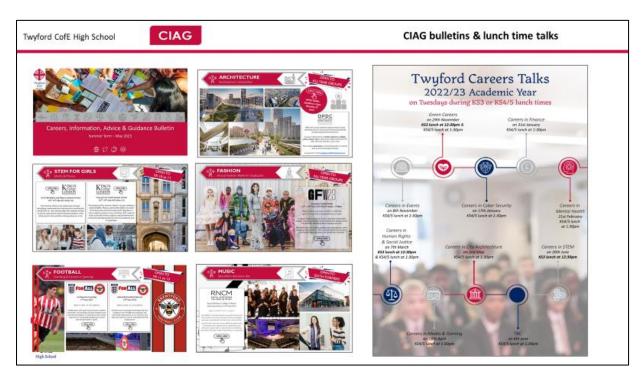
- Head Student (x 2)
- Deputy Head Student KS4 (x 2)
- Deputy Head Student KS3 (x 2)
- Head Student of Chaplaincy
- Deputy Head Student of Chaplaincy
- Head Student of Music
- Head Student of Popular Music
- Head Student of AV
- Deputy Head Student of Music
- Head Student of MFL
- Deputy Head Student of MFL
- Head Student of Creative Arts
- Deputy Head Student of Creative Arts
- Head Student of Environment
- Deputy Head Student of Environment
- Head Student of Humanities
- Deputy Head Student of Humanities
- Head Student of STEM
- Deputy Head Student of STEM
- Head Student of Sport
- Deputy Head Student of Sport

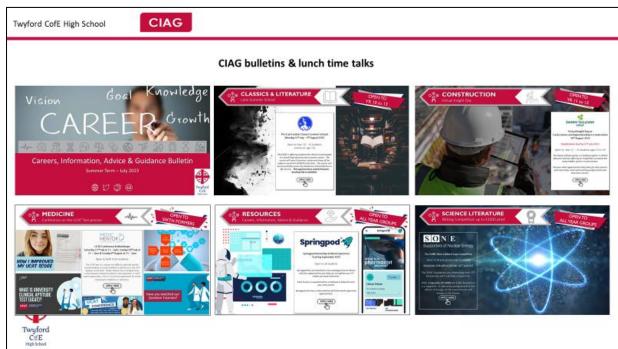
# **Further CIAG opportunities at Twyford:**

We also have our annual Careers Fair in March with over 35 employers and HE providers in attendance, this is open to all Y7-13 students. And our half termly CIAG bulletins which are emailed out to students & parent / carers which contain a wide range of CIAG opportunities. And finally, our lunch time careers talks (10 per year) led by employers in a wide range of careers & industries. Please find details below:









Thank you for reading our Careers Programme 2024-25

Please do get in touch if you have any questions.

Miss Adams & Mr John

"Choose a job you love, and you will never have to work a day in your life."

Confucius