



# Keswick School Careers Programme



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## Introduction

The world of work that each of our students will enter is vastly different from the one we encountered when we left school!

Careers guidance has become increasingly important with such large changes to both local and national labour markets, along with an ever-changing economic and political position within the UK and internationally.

There is now an increasing breadth and depth of content at both GCSE and A-Level. This, paired with the introduction of new qualifications and education routes post-16, means that quality careers guidance is vital to ensure that students choose suitable routes to achieve their aspirations.

Our students are faced with a myriad of choices, changes, challenges and a wealth of opportunities. It is our job as a school to educate, inform, advise and guide them in order that they leave us equipped and ready.

At Keswick School, careers guidance begins in Year 7 and continues every year until students leave school at the end of Year 11 (Key Stage 4) or Year 13 (Key Stage 5), and particularly through the crucial points of options during Years 9, 11 and in the 6<sup>th</sup> Form. We have a statutory duty to provide independent and impartial advice to students, including the opportunities available at other educational establishments. As a school, we make sure that students and parents are aware of the importance of their decisions and how they can affect future career choices.

This programme is based on the DfE document **Careers Guidance and Inspiration in Schools** dated March 2015. The main outcome of this plan is to achieve the eight recommendations of the Gatsby report **Good Career Guidance** dated 2014 (see next page).

## Gatsby Benchmarks

*Good career guidance is the key to social mobility: it is about showing young people – whatever their social and family background – the options open to them and helping them make the right choices to set them on the path to rewarding future careers.*

**Good Career Guidance: Reaching the Gatsby Benchmarks (A Handbook for Secondary Schools, Gatsby Charitable Foundation, 2018)**

In 2014, Lord Sainsbury's Gatsby Charitable Foundation published a report by Professor Sir John Holman, Advisor in Education at the Gatsby Charitable Foundation, titled **Good Career Guidance**.

The report identified 8 benchmarks that are the core dimensions of good careers and enterprise provision in schools:

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 Gatsby benchmarks have now been put into the heart of the government's new careers strategy published in December 2017, with the expectation that all schools will begin working towards them, meeting them in full by the end of 2020.

Keswick School is fully committed to fulfilling this obligation and regularly evaluate our progress using the Careers and Enterprise Company's **Compass Tool**.

## Careers@Keswick

The Careers Lead (Head of Careers Education, Information, Advice and Guidance: CEIAG) at Keswick School is Mrs Avery.

Her office is situated opposite S10 by the art rooms and operates an open door policy.



All students are encouraged to drop by or visit with any careers related enquiries, questions, needs or worries. These include help support and guidance with:

- Careers interviews (both external and internal)
- Mock interviews (both internal and external)
- CVs
- Career and apprenticeship applications
- Work experience
- Career/training information
- Careers/training decision-making
- Local labour market information

Working alongside Mrs Avery are Mrs Jones who is responsible for careers administration, Mrs Hodgson, responsible for work experience administration, and 4 Year 13 careers prefects.

Keswick School are part of the Enterprise Advisor Network, working with a local volunteer Enterprise Advisor, a local senior business representative trained to co-ordinate and liaise with school to build employer engagement plans. Our EA is Tom Pritt, sector engineering manager at Jacobs UK Ltd.

Mrs Avery has strong ties with both local employers and training providers, as well as receiving and passing on relevant and up-to-date information from a number of national organisations. She is an "Apprenticeship Champion", awarded through the National Apprenticeship Service Skills Funding Agency.

Keswick School is part of the Western Consortium careers group (meeting with the careers leads in local schools), and has strong ties with Inspira, the Careers and Enterprise Company, the Cumbria LEP (Local Enterprise Partnership) and the BEC (Britain's Energy Coast) Business Cluster.

Mrs Avery is in constant communication with all year 11 - 13 students via email, and through registration and assemblies.

She collates a careers bulletin sent out to all parents via Parentmail, weekly or fortnightly as the need arises.

She liaises with all staff, including those in the Student Support Centre and Learning Support, to ensure that CEIAG is a comprehensive whole-school approach.

She can be contacted at [careers@keswick.cumbria.sch.uk](mailto:careers@keswick.cumbria.sch.uk) or 017687 72605 ext 233.

## Activities and Events

The table below shows the key events that take place each academic year for each year group. Various CEIAG events also take place for specific groups of students or individual classes during each year.

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Employer visits (assemblies)	✓						
Year 7 team building week	✓						
Careers days			✓		✓		
Opt-In Inspira careers interviews (Bertha Priestley)					✓	✓	✓
Opt-in careers talks					✓	✓	✓
National Careers and Apprenticeship Week March 4-8 2019	✓	✓	✓	✓	✓	✓	✓
Staff careers treasure hunt	✓	✓					
Step Into the NHS Competition		✓					
Work experience				✓		✓	
Healthcare and Blue Light Event				✓	✓	✓	✓
Young Citizens Bar Mock Trial				✓	✓	✓	✓
UK University Search (selected students)					✓	✓	
Make Your Mark 2018	✓	✓	✓	✓	✓	✓	✓
CV writing				✓	✓		
Mock interviews					✓		
NCS (National Citizen Service)					✓	✓	
Duke of Edinburgh				✓	✓	✓	✓
Visit to Newcastle University open day						✓	
Visit to Liverpool universities open day (boarders)					✓	✓	✓
Big Bang Event			✓				
Newton Rigg taster day (selected students)					✓		
Dream Placement						✓	
Youth parliament	✓	✓	✓	✓	✓	✓	✓
Higher education days						✓	
BAE Roadshow	✓	✓					
Marine Engineering workshop		✓					
Epic Proportions Music							
Oxbridge Visit (opt-in)						✓	

## Calendar of Events

September	October	November
<p>Y 7&amp;8 BAE Roadshow</p> <p>Y10-13 Blue Light Event (Carlisle)</p>	<p>Y8 Marine Engineering workshop</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-In careers, FE and HE talks</p> <p>Y11 Careers Day</p>	<p>Y8&amp;9 Science Museum show</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p>
December	January	February
<p>Y8 Step Into the NHS competition (in PD lessons)</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p>	<p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p>	<p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Y7 Careers unit in PD lessons</p> <p>Year 9 Careers Day</p>
March	April	May
<p>Year 9 Options Evening</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Y10 Newton Rigg Taster day</p>	<p>Examination Season</p>	
June	July	August
<p>Y7 Careers assemblies</p> <p>Y10 Work Experience</p>	<p>NCS</p> <p>Y12 Oxbridge trip</p> <p>Y12 Visit to Newcastle University</p>	<p>NCS</p> <p>GCSE results</p> <p>A-Level results</p>

\* Other activities are to be added throughout the academic year as they are finalised with external providers

## Useful Links

<a href="https://www.careersandenterprise.co.uk/">https://www.careersandenterprise.co.uk/</a>	Provides information, advice and guidance about CEIAG opportunities
<a href="https://chas.careerssoft.co.uk/jed/ChooseProfile.aspx">https://chas.careerssoft.co.uk/jed/ChooseProfile.aspx</a>	Includes information about 100's of possible roles and a test to find the most suitable for you
<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>	Provides information, advice and guidance to help you make decisions on learning, training and work
<a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>	Provides advice about CV writing, interview techniques and life skills to improve employability
<a href="http://www.careersbox.co.uk">www.careersbox.co.uk</a>	Free online library of careers related films, news and information
<a href="https://www.stepintohenhs.nhs.uk/">https://www.stepintohenhs.nhs.uk/</a>	Information and resources about thousands of roles in the NHS along with a quiz to find your ideal role
<a href="https://www.cumbria.gov.uk/jobsandcareers/apprenticeships/">https://www.cumbria.gov.uk/jobsandcareers/apprenticeships/</a>	Information about available apprenticeships within Cumbria County Council from admin to teaching assistants to civil engineering
<a href="https://www.bluelinejobs.co.uk/">https://www.bluelinejobs.co.uk/</a>	Up-to-date job postings and news about the Blue Light Career Market
<a href="https://www.coa.co.uk/">https://www.coa.co.uk/</a>	Online information, aptitude tests to find suitable careers and labour market news
<a href="http://www.ucas.co.uk">www.ucas.co.uk</a>	Information about university courses and the application process, student loans etc
<a href="http://www.successatschool.org">www.successatschool.org</a>	Provides information about various careers sectors
<a href="http://www.ratemyapprenticeship.co.uk">www.ratemyapprenticeship.co.uk</a>	Shows the experiences and ratings that 1000's of school leavers have given their apprenticeships
<a href="http://www.healthcareers.nhs.uk">www.healthcareers.nhs.uk</a>	Advice and guidance on careers in the NHS
<a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>	Shows other possible routes post-18, other than university
<a href="http://www.parentalguidance.org.uk">www.parentalguidance.org.uk</a>	Careers information for parents and carers
<a href="https://nationalcareersservice.direct.gov.uk">https://nationalcareersservice.direct.gov.uk</a>	CV Builder, job profiles and lots more. Useful for Year 9 onwards
<a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a>	Information to help young people make informed decisions about careers
<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>	Information about volunteering in different sectors and placements available
<a href="http://www.bestcourse4me.com">www.bestcourse4me.com</a>	Provides information and possible career paths you could take depending upon your chosen academic subjects at GCSE and/or A level
<a href="http://unistats.direct.gov.uk">http://unistats.direct.gov.uk</a>	The official website for comparing universities.
<a href="http://www.how2become.com/resources/ultimate-guide-to-building-a-cv">www.how2become.com/resources/ultimate-guide-to-building-a-cv</a>	Information about how to write a stand-out CV
<a href="http://www.cumbrialep.co.uk">http://www.cumbrialep.co.uk</a>	Provides information about the current labour markets.
<a href="http://careers.sellafieldsite.co.uk/">http://careers.sellafieldsite.co.uk/</a>	Provides information about apprenticeships and graduate schemes ran by Sellafield

## Roles and Responsibilities

To ensure a cohesive and comprehensive approach to CEIAG, it is important that everyone involved in the process is aware of their roles and responsibilities:

### Headteacher

- Select a designated Careers Lead within school who has suitable qualifications and experience within the role to lead CEIAG development.
- Ensure that the agreed resources and time are available for CEIAG purposes.
- Support the Careers Lead in reviewing current practices and implementing new developments.

### Careers Lead

- Ensure that Keswick School adheres to and exceeds national statutory guidelines for CEIAG.
- Continually develop and improve personal knowledge of CEIAG opportunities, changing labour markets and upcoming legislation.
- Maintain an accurate record of CEIAG opportunities and the students' involvement.
- Keep teaching staff and tutors up to date with relevant labour market information.
- Liaise with external agencies (including Inspira and the Careers and Enterprise Adviser) who may be able to provide career support within school to staff or students.
- Complete the annual Careers Plan and ensure that it is published on the school website.
- Organise and promote CEIAG events within school as well as external opportunities.
- Liaise with school staff, including those in the Student Support Centre and Learning Support, and students about upcoming CEIAG events.

### SLT

- Support the Careers Lead within their own areas of responsibility.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Review progress and achievements against the Careers Plan on an annual basis.

### Head of Sixth Form

- Ensure all Y12 students have a preferred route for post-18 and have made the necessary applications to enter their chosen pathways.
- Support the careers leader to deliver CEIAG activities within the Sixth Form.
- Support the students with their individual career action plans, paying particular attention to those in the NEET risk group.
- Organise, monitor and review the work experience programme for Y12 and liaise with the Careers Lead with any issues.

### Head of Year

- Disseminate information from the Careers Lead to tutors.
- Include CEIAG information within assemblies where applicable and relevant.
- Year 11 – identify students at risk of NEETs and liaise with Careers Lead and other professionals to address any concerns.

- Ensure students are aware of the CEIAG events within their year group and the importance of being proactively involved in these events.

### **Teachers, form tutors and support staff**

- Ensure they are familiar with the School Career Plan and our development priorities.
- Review medium and long term plans to find suitable links to current jobs and career pathways.
- Feedback specific student needs (or opportunities) to the Careers Lead.
- Identify suitable resources or highlight online material that students could access to gain more insight into careers relating to one's subject.

### **Parents**

- Support school to ensure that students are proactively involved in CEIAG events within school.
- Use the 'Useful Links' section with your child to explore possible career pathways and educational routes.
- Accompany your child to information events run by Keswick School and other educational establishments to help them make informed decisions over their post 16 and post 18 opportunities.

### **Students**

- Use the careers information and resources provided by staff to independently research careers of interest.
- Participate proactively in the CEIAG events available.
- Be self-motivated to research career pathways and educational opportunities locally, nationally and internationally.

## Monitoring and Evaluation

- Evaluation has a crucial role to play to ensure that pupil's needs are met and in determining the extent to which the School Career Plan is meeting its declared aims and outcomes.
- Evaluation of the School Career Plan is an on-going and cyclical process. Aspects of the CEIAG work within school are reviewed more regularly to inform future planning. The school evaluates its CEIAG processes against the Gatsby Benchmarks.
- Evaluation also includes the views of employers, training providers, governors, pupils and parents.
- The CEIAG provision is reviewed annually with the Senior Leadership Team.
- Keswick School is currently working towards a gold standard in the nationally recognized **Inspiring IAG** award
- Each term Keswick School reviews their careers provision using the Careers and Enterprise Company's **Compass Tool** to assess and evaluate current practices and procedures in close alignment with the Gatsby benchmarks.