



Jack Hunt School



Careers and Education Policy

June 2023

Reviewed by SLT: June 2023
Approved by Academy Committee: July 2023
Date of Next Review: June 2024

Careers Education and Guidance Policy Statement

Rationale

High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

We are committed to working towards the national Gatsby Benchmark targets

- G1. A stable Careers programme
- G2. Learning and career and labour market information
- G3. Addressing the needs of each pupil
- G4. Linking curriculum learning to careers
- G5. Encounters with employers and employees
- G6. Experiences of Workplaces
- G7. Encounters with further and higher education
- G8. Personal guidance

Policy Statement

Students have access to Careers Education and guidance in the following ways:

1. **Through a planned programme of lessons and activities within the PDE curriculum and tutor time.**

All students receive a one-hour timetabled lesson each week of Personal Development Education in Year 8 to 9 and one hour a fortnight in Years 10 and 11. Where possible this is delivered by specialist teachers. The aim is to promote equality and opportunity for all through impartial education and guidance, considering local and national developments. (Full details of the PDE programme for each year are in the PDE Section of the school website).

Year Group	Autumn Term	Spring Term	Summer Term
7	Dreams and Aspirations classwork. Introduction to the national careers service website and research task.		
8			Careers Education and Guidance introduction and research project. Introduction to Kudos careers software.
9	Personal Finance Post 14 planning – Discuss forecast data, process, choices, produce personal statement Careers Fayre Tutor support for post 14 options	Options Subject Assembly Parent Event Key Stage 4 Options and Deadline – ensure deadlines achieved and all signatures obtained	

10	CV Writing Careers Fair Kudos Careers / Fledglink Software Work Experience Planning Employment Rights, Taxation, Personal finance	Independent Careers interviews	Independent careers interviews 2-week work experience
11	Post 16 Application Process – guidance on process, discuss forecast data and deadlines Personal statement writing Preparing for interviews Independent Careers Interviews Post 16 Information Evening, including JHS, other local Post 16 providers Careers Fair	Support with Post 16 Applications – ensure all deadlines are being met Independent Careers Interviews Post 16 Deadline	
12	Introduction to Global Bridge TEAMs vision and goal setting TEAMs with Sheffield uni – intro to HE TEAMs Sheffield University- choosing a course Specialist After school - Medic Mentors – parent meeting Alumni talk for Medics <u>Half term 2</u> Careers Careers presentations from students Courses available Sheffield What are apprenticeships Led by Debbie Longhurst London Interdisciplinary school alternative university provision Specialist after school Med Soc Med Bulletin Oxbridge application process workshop <u>CORE</u> Core employability skills and transferrable skills taught through:	The local Labour market led by HEC/Debbie Longhurst LWhat does my degree lead to? The need for WEX and where to find it - talks from professionals Student finance led by HEC Specialist Hospital Wex applications begin The budgeting game, Developing a CV with Globalbridge Student life ask the experts ARU Global Bridge update <u>CORE</u> Core employability skills and transferrable skills taught through: Reading buddy programme – Sports Leaders Marshall Motor groups Problem solving challenge	121 with HEC begin UCAS shopping What does a UCAS statement look like? Specialist ARU medical school tour Oxbridge students visit colleges Workshop with professionals for apprenticeship application process <u>Half Term 2</u> 121 with HEC Filling in the UCAS Form Visit to Leicester uni Specialist Oxbridge students begin writing the UCAS statement <u>CORE</u> Core employability skills and transferrable skills taught through: Reading buddy programme – Sports Leaders Online independent learning –

	<p>Reading buddy programme – Sports Leaders</p> <p>Online independent learning – https://idea.org.uk/ https://www.princes-trust.org.uk/help-for-young-people/tools-resources/building-confidence https://jhs.fireflycloud.net/sixth-form/core-year-12-/virtual-work-experience-links-</p> <p>Careers Fair</p>	<p>One more Enterprise event – interactive sessions with employers</p>	<p>https://idea.org.uk/ https://www.princes-trust.org.uk/help-for-young-people/tools-resources/building-confidence https://jhs.fireflycloud.net/sixth-form/core-year-12-/virtual-work-experience-links-</p>
13	<p>121 with HEC</p> <p>Writing the UCAS statement</p> <p><u>Half Term 2</u></p> <p>HE 121 Interviews and MMI for targeted students</p> <p>Picking your 2 universities What do offers mean? What is adjustment? What is UCAS extra? What is Clearing?</p> <p>Presenting yourself at interview and interview technique Led by Jennie HEC</p> <p>Student finance England Led by Jennie HEC</p> <p><u>CORE</u></p> <p>Writing UCAS Statement</p> <p>Core employability skills and transferrable skills taught through:</p> <p>Sports Leaders https://idea.org.uk/ https://www.princes-trust.org.uk/help-for-young-people/tools-resources/building-confidence https://jhs.fireflycloud.net/sixth-form/core-year-12-/virtual-work-experience-links-</p> <p>Careers Fair</p>	<p><u>Half Term 2</u></p> <p>Industry led virtual interviews Debbie Longhurst</p> <p><u>CORE</u></p> <p>Core employability skills and transferrable skills taught through:</p> <p>Sports Leaders</p> <p>Enterprise events – interactive sessions with employers</p>	<p><u>Half Term 2</u></p> <p>Value for money</p> <p>The supermarket inflation game</p> <p>Income and state benefits</p> <p>The role of trade unions</p> <p>Preparing for university and mental health – student mind</p> <p><u>CORE</u></p> <p>Core employability skills and transferrable skills taught through:</p> <p>Sports Leaders</p> <p>Online independent learning – https://idea.org.uk/ https://www.princes-trust.org.uk/help-for-young-people/tools-resources/building-confidence https://jhs.fireflycloud.net/sixth-form/core-year-12-/virtual-work-experience-links-</p>

2. Sixth Form

In the Sixth Form Jack Hunt School prioritises goal setting and forward planning. Students are given the opportunity to meet external speakers, either virtually or in person from a variety of Apprenticeship providers, Higher Education Institutions, and workplaces. The school is supported in offering higher education information and guidance by the National East Anglian Collaborative Outreach group. Students are also supported in careers education by Growth Works and our local Enterprise Advisor. Students have access to virtual work experiences and Higher Education opportunities through Globalbridge, which provides personalised experiences for each learner. There are strong links with local external organisations including Peterborough

City Hospital, Anglian Water, Greenwoods Solicitors and Moore Stephens where many of our students undertake face to face work experience and we organise alumni visits and trips to universities for Year 12 in the Summer Term. Students are encouraged and supported to undertake their own research and make their own decisions about their futures. We link closely to Causeway Education's OSCAR programme which provides invaluable support for our Sixth Form students. They provide mentoring for students, training for staff and an online support system, built using the latest research to help support UCAS applications and references.

3. Key Stage 3 to Key Stage 4

Each subject produces a presentation about their subject area that includes potential careers and pathways that can be pursued through each subject.

4. Year 10 work experience

All Year 10 students take part in a two-week work experience placement during the summer term. We partner with The Employability Partnership to ensure all students have a viable work placement giving a realistic and credible experience.

5. Independent Careers Adviser

Between October and June, students have access to an external independent careers adviser who has 1:1 career interview with all pupils in Year 11. In addition, all Looked After Children and Children in Care also have an annual careers interview. The independent careers adviser also attends Year 9 to Year 12 parents' evenings. Students and parents can receive independent advice on the evening regarding post 16 and post 18 choices and destinations.

6. External Partners

Jack Hunt are part of the Peterborough wide Destination Network, hosted by the Targeted Youth Support Service at Peterborough City Council, to provide ongoing support and updates regarding post 16 destinations. This includes pre-NEET support for students who are at risk of being NEET.

There are external providers who support the PDE curriculum, careers fairs, alumni presentations, and presentations from external HE colleges, FE and apprenticeship providers (see additional PDE Learning Roadmap).

Monitoring, Evaluation and Quality Assurance

Our provision is reviewed by:

- Annual completion of Compass Careers Audit and Benchmark Tool
- Meetings with Careers Leader, PDE Curriculum Area Leader, Head of Sixth Form and SLT Link
- Annual Review of the PDE curriculum to support careers guidance.
- Whole School review of individual subject area contribution to Careers Education
- Intensive monitoring and review of Post 16 applications and the application process and enhance practice where necessary.
- Monitor the number of NEETs at Post 16 and Post 18 and share this data.
- Review the quality of our IAG with our external careers and education consultant.
- Annual training with Personal Tutors.
- Take part in the Peterborough wide destination meetings for all secondary schools.
- A review of the programme against Gatsby Benchmarks to ensure best practice.

Compass Audit Feedback (Summer Term 2022) - Data obtained from audit document

Gatsby Benchmark	Jack Hunt School	National Comparison
GBM1 – A stable Careers Programme	88%	27%
GBM2 – Learning from career and labour market	100%	52%
GBM 3 – Addressing the needs of each pupil	100%	25%
GBM 4 – Linking curriculum learners to careers	62%	45%
GBM 5 – Encounters with Employers and Employees	25%	58%
GBM 6 – Experiences of workplaces	50%	52%
GBM 7 – Encounters with further and higher education	91%	30%
GBM 8 – Personal Guidance	50%	61%