

CAREERS POLICY

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Policy Statement (1)

In support of the school's aims and ethos, the careers department exists to provide accurate, up to date and impartial information and guidance on all matters to do with careers and educational courses to all Senior School pupils, from Year 7 upwards. Much of its work revolves around the Sixth Form, as the majority of our pupils continue into the Sixth Form and proceed to Higher Education. The Senior School follows the Gatsby Benchmarks for careers guidance and the Nursery and Prep School have a clear progression of skills and activities related to them (appendix 1).

Pupils follow a structured careers programme, which progresses as they move through the school. The programme enables pupils to:

- a) know themselves and how their strengths, weaknesses and interests relate to the world of work, encouraging them to fulfil their potential
- b) learn about different careers and opportunities, obtain individual guidance and have some work experience within their last year of compulsory education; this will normally be in the post-GCSE examination period
- c) gain information about training, education and occupations beyond school, which is delivered in an impartial manner
- d) make appropriate curricular and co-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses
- e) gain awareness of the requirements, in terms of academic achievement and of experience in general, for certain careers and further education, allowing pupils to make informed choices about a broad range of career options.

The programme also:

- a) Contributes to the PSHE programme by providing resources concerned with careers and Higher Education and by providing effective preparation for future life as a British and Global citizen by developing in every person the values, skills and behaviours they need to get on in life.
- b) Gives all pupils guidance in the completion of application forms and the writing of personal statements, CVs and letters of application.

Policy Statement (2)

- 1) This policy applies to all members of the AKS community, with the school following the EYFS framework.
- 2) AKS Lytham seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- 3) This document is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the school's *Curriculum* policy.

- 4) AKS Lytham is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
- 5) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

- 1) Zoe Uphill: Head of Careers
- 2) Kevin Maund: Head of Sixth Form
- 3) Scott Collings: UCAS and Higher Education Co-ordinator
- 4) Fiona Burnett: Head of Year 11
- 5) Michelle Johnson: Head of Year 10
- 6) Heather House: Head of PSHE
- 7) Fiona Bleasdale: Prep Careers Co-ordinator
- 8) Katherine Barker: EYFS Co-ordinator

Staffing & Responsibilities

- 1) Overview of the following, which will be delegated to the members of staff named above
 - a) Higher Education advice to the Sixth Form (Scott Collings)
 - b) Careers component of Sixth Form Enrichment (Zoe Uphill)
 - c) Careers component of Years 7-11 PSHE (Heather House)
 - d) Careers Fair (Zoe Uphill)
 - e) Year 11 & 12 Interviews (Zoe Uphill)
 - f) Computer based careers testing programmes (Zoe Uphill)

Accommodation & Resources

- 1) The school offers the Morrisby Online psychometric assessment to all pupils in Y10, Y11 & 12, and is accessible from home as well as school. Students in year 9 will have access to Morrisby Online and will complete the short psychometric assessments.
- 2) The school promotes the use of the 'National Careers Service' website amongst students in Y11 and Sixth Form.
- 3) The school uses the 'Which University' website, which is a search engine for university courses, allowing searches by grade requirements.

Staff Professional Development

Staff are encouraged to attend training courses and conferences (*Ref: CPD policy*).

Careers Education

- 1) In the Nursery and Prep School, discussions regarding careers are encouraged, for example a dentist/ doctor/ fireperson visiting the Nursery, and an author/ politician/ doctor visiting the Prep School – see appendix 1.
- 2) All Year 7 to 11 pupils have a Careers component as part of their PSHE programme.
- 3) Year 9 pupils are introduced to the 'UCAS' website before they make their GCSE Option choices.
- 4) Year 10 pupils discuss the changing world of work, are introduced to the options available post 16 and post 18 and shown how to research their options using 'National Careers Service', Morrisby and other web-based resources.
- 5) Year 11 pupils are given an individual guidance interview prior to choosing their A-level subjects.
- 6) Both Y11 & Y12 students are invited to attend an 'Introduction to Oxbridge Evening'.
- 7) In Year 12, pupils are shown how to use web-based resources, including the UCAS website and Morrisby in the autumn term of the Lower Sixth. The lectures during the Futures Fair evening "What Should I Do After Sixth Form" offers impartial advice by guest speakers on routes to university, higher apprenticeships, employment and volunteering. This is followed up by a series of talks and small group discussions in Lower and Upper Sixth Enrichment. Topics include the options post A-Level, the application process, self-presentation on paper and at interview (including how to write a personal statement and a CV), transition skills on leaving home, and pupil finances. This is reinforced by form tutors.
- 8) Careers experience courses and taster days are advertised to Lower Sixth pupils, and all pupils have an opportunity to take part in the Tycoon in Schools competition if they wish.
- 9) All Lower Sixth pupils start their UCAS form on-line in June under the direct supervision of the UCAS coordinator and HE Guidance. Lectures are given on writing personal statements, and these are followed up in Tutor Groups.
- 10) Year 13 pupils receive individual advice on applications by the Form Tutor; Mr Maund or Mr Collings also checks each application before it is sent and is available for consultation and advice.
- 11) Each Year 13 pupil also has an individual interview with the Head of Sixth Form to discuss their UCAS application, before it is sent.
- 12) Each pupil is allowed to attend three university Open Days in school time in the Lower Sixth; they are also advised to visit other institutions on their short list in their own time prior to application.
- 13) Advice and guidance is also available for pupils post A-level, including those who are applying for the first time at this stage or reapplying, and those who wish to change their course and/or university.

Careers Guidance

All Year 11 and Year 12 pupils have a guidance interview with one of the Careers staff.

Careers Events

- 1) **Introduction to Oxbridge Evening:** This is held annually, for all Year 11 and Lower Sixth pupils and parents.
- 2) **Mock MMI Evening:** designed specifically to help prospective Y13 medical, dental and veterinary medicine students hone their interview skills. Students receive individual feedback and targeted support.
- 3) **Careers Evenings:** This takes place annually for pupils in Years 9-13, and various representatives of a range of careers are available for consultation.
- 4) **Year 9 Options Evening:** This is held in the spring term for all Year 9 pupils and their parents. Heads of department are available to discuss the nature of the subject at GCSE.
- 5) **Careers Consultation Evenings** – this is aimed at Year 11 pupils and parents with a focus on A level choices.

Work Experience

This is available for all Year 11 pupils after the GCSE examinations. Any Work Experience placements are arranged in accordance with United Learning's Health and Safety procedures, as described on page 114 of the Group Health and Safety policy.

- 1) Emergency contact information is provided for all pupils on work experience which explicitly states that if they have any concerns about their Health, Welfare or Safety during their placement they must call a designated member of staff.
- 2) A checklist of items is also checked for all work experience employers, including Risk Assessments, Insurance, etc. This information, whether complete or incomplete, is then sent to parents asking for confirmation that they are happy for the placement to proceed (thus, if there are not things in place, the parents know but can still decide to give consent).
- 3) We are committed that most employer workplaces are visited annually (including all new placements) and risk assessed by someone competent to do so and that these risk assessments are kept on record.
- 4) We are also committed that every pupil on a placement will be either visited or contacted by telephone during the placement.

Updated	11 th July 2024
Reason for changes	Annual review
Name of the owner	Allan McKeown – Senior Deputy Head/ Kevin Maund – Head of Sixth Form/ Zoe Uphill – Head of Careers
Audience	Staff/School community
Location	School Hub and School website

Review date	July 2025
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Appendix 1

Nursery and Prep Careers Provision

Year	Autumn	Spring	Summer
EYFS	<p>Our Families/ People Who Help Us Talking about their families/ people in the community and exploring their job roles- fireperson, dentist, doctor, nurse.</p>	<p>Careers Week Visit from Matron to talk about the roles of doctors and nurses. Visit from a vet to find out what job they do.</p> <p>Book Week- visiting author Being an author/ illustrator/ publisher can be a job.</p>	<p>STEM Fairytales Design and make the Three Little Pigs houses, and the bridge in the Three Billy Goat's Gruff for example.</p>

Years	Autumn	Spring	Summer
Year 1	<p>Volunteering for the School Council and Green team. Setting up committees and meetings-roles. Who has meetings? Why and how?</p>	<p>Careers Week As part of 'What is money for' and 'how do you get it/use it' (PSHE) we begin to consider what the children might like to be and do when they are older.</p>	<p>Trip to Fairhaven Lake Meet the Park Ranger and understand the job role on the Infant Adventure Days. (Years 1 and 2)</p> <p>Visit to Blackpool Zoo Zookeepers, vets, cafe and retail workers. (Years 1 and 2)</p>
Year 2	<p>Trip to local Cenotaph Careers in the Armed Forces. Working for the British Legion.</p> <p>Science Role of the PDSA</p>	<p>Careers Week Role of Librarians. Fiction books- Archaeologists, researchers and scientists.</p>	<p>Lytham Hall Visit Working at a Heritage Site Roles of guides, Gardeners, Restoration work, Historical researchers.</p>

	<p>What is charity work?</p> <p>Fire Safety Local fire brigade visit to discuss fire safety plans with Year 2.</p>	<p>Book Week- visiting author Being an author/ illustrator/ publisher can be a job.</p>	<p>Local History Careers in Tourism. Lifeboat and Coastguard work.</p> <p>Sun Safety Sixth Form Medical Society to speak to Years 1 and 2.</p>
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Years	Autumn	Spring	Summer
3 and 4	<p>What you should know about H2O Years 3 and 4 are invited an assembly delivered by United Utilities covering all aspects of the water cycle, job roles within the company and why water is important. Mad Science to deliver assembly.</p> <p>Food waste- where does it go? Workshop with Head Chef. Making soup.</p> <p>PSHE - People Who Help Us Talking about people in the community and exploring their job roles - dentist, doctor, nurse.</p> <p>Display -ology jobs, being an architect.</p>	<p>Careers Week NatWest – 5 Minutes of Positivity. Top 3 skills and how to use and improve these.</p> <p>Visit to Catalyst Discovery Centre Part of British Science Week.</p> <p>Book Week- visiting author Being an author/ illustrator/ publisher can be a job.</p> <p>Being a presenter</p> <p>Design Technology How do designers work – what is the design process and the variety of jobs that include an element of design.</p>	<p>Step into the NHS Workshop with NHS to discuss job roles.</p> <p>Display Careers in the outdoors, artist</p>

Years	Autumn	Spring	Summer
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<p>5 and 6</p>	<p>What you should know about H2O Years 5 and 6 are invited an assembly delivered by United Utilities covering all aspects of the water cycle, job roles within the company and why water is important. Mad Science to deliver assembly.</p>	<p>Careers Week What does the local council do for us? Who works for the council and what do they do?</p> <p>Book Week- visiting author Being an author/ illustrator/ publisher can be a job.</p> <p>Trip to the Space and Astronomy Centre – The astronomer (nick Lister) talks about the work he does for ESA and how he became an astronomer.</p> <p>Design Technology How do designers work? – what is the design process and the variety of jobs that include an element of design.</p> <p>Year 5 Art Topic –The Lost Words The children saw how writer Robert Macfarlane and artist Jackie Morris collaborated to create the book ‘The Lost Words’.</p> <p>Year 6 Art Topic Clarice Cliff The children saw how CC started working on the production line at the potteries and through hard work and ambition became one of the main designers. Her ceramic designs are avidly collected today.</p>	<p>Careers Fair Children are invited to speak to members of our community about their profession, prepare questions in advance.</p>
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