



LEE Hurst SWAN

Careers Policy

Last reviewed by the Head of Careers in January 2017

THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE FOR PARENTS.

Careers guidance at Leehurst Swan has the following aims:

- to advise all senior pupils (y7-11) on post 16 choices and to help them achieve their preferred destination
- to provide impartial, accurate up-to-date advice, enabling pupils to choose from a broad range of options to fulfil their full potential in both the choice of GCSE subjects and post 16 courses
- to equip pupils for the world of work through work related learning. To do this they need to be helped to realise their potential and interests and to develop skills which will be useful in seeking employment.
- to encourage pupils to fulfil their potential. To this end, we enable pupils to 'know themselves' and how their strengths, weaknesses and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance; have some work experience; and gain information about training, education and occupations beyond school.
- We strive to prevent all forms of stereotyping in the advice and guidance we provide to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.

Careers takes place within the pastoral and PSHCE education frameworks and the Head of Careers liaises closely with the PSHCE Co-ordinator, form tutors and the Pastoral Co-ordinators, particularly KS4. Careers education is delivered by the Head of Careers and form teachers. The careers Library is situated in the Conservatory and online resources are available in nearby Room 59.

Current Delivery

Year 7 There is an element of Careers in the 'Exploring Citizenship' module which takes place October to December. Pupils also work in teams and develop skills of research and presentation. Pupils are given Progress Files and told how to use them.

Year 8 All Year 8 pupils participate in 'Take Our Child to Work Day'. There are 3 briefing sessions prior to this and one debriefing afterwards. Pupils write 'Thank You' letters in English lessons. Pupils are encouraged to update progress files.

Year 9 Pupils are encouraged to update progress files. In the Spring Term they are given help with GCSE choices and introduced to the careers library where they are welcome to browse and ask for advice. Pupils are invited to come for careers interviews on their own or in pairs if preferred.

Year 10 Pupils are encouraged to update their progress files and to begin to consider choices after 16. They are shown useful websites, a DVD on choices and directed to Open Days and prospectuses. They also receive information about apprenticeships. They are offered formal careers advice and the chance to undertake Cambridge Occupational Analysis, with the opportunity to have an external interviewer, if they wish. On Decisions Day they have a talk from a VI Form Careers Adviser, begin to write personal statements, meet some of our ex-pupils and hear about their new schools, colleges and apprenticeships. They are also introduced to the idea of Work Experience in Year 11 by the Work Experience Co-ordinator.

Ps 58

Year 11. All pupils are interviewed individually and offered help with applications and interview techniques. They are given information about Open Days and Taster Days and encouraged to attend relevant days. They are also taught how to complete curriculum vitae and are offered the chance to enter for a careers competition which may be judged by a local employer. We try to ask local employers to come in to talk about interview and presentation skills. In 2015 the Army fulfilled this role.

They are helped to find placements by the Work Experience Co-ordinator and undertake preparation for this, including a formal Health and Safety course organised by Education Business Partnership South West. At the end of the year they complete one or two weeks of work experience and attend a debriefing session at a tea party in school at the end of the two weeks. If they successfully complete work experience and their Work Experience Record Book, they are presented with a certificate at Prize-giving. We also award a Work Experience prize to the pupil who has gained the most through work experience.

Year 10 and 11 Parents are invited in for an evening to hear about opportunities after Year 11 and Work Experience. Biennially schools and colleges who regularly take our pupils attend and students and parents have the opportunity to hear about the courses they offer on an individual basis. In 2014 we pioneered an Employers Event and repeated this in 2016 with great success. Local employers were invited in to discuss working in their field as well as any opportunities for apprenticeships and work experience.