
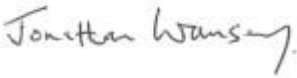


Careers Policy

Leehurst Swan School



Approved by:	 Headteacher  Representative of the Governing Body	Date: 30.10.23
Last reviewed on:	30.10.23	
Next review due by:	30.10.25	

This policy is published on the school website for access by parents

Last Reviewed: 30/10/2023, Next Review: 30/10/2025 or as required by a change in regulatory legislation.

Careers at Leehurst Swan has four main overlapping aims:

- we aim for all pupils to leave school armed with the necessary knowledge and advice needed to make decisions about further education and the world of work.
- to advise pupils on GCSE option choices and post 16 choices and to help them achieve their preferred destination.
- to equip pupils for the world of work.
- to help pupils to realise their potential and find their voice, developing skills, attributes and experiences which will be useful in seeking employment.

Careers takes place within the pastoral and PSHE education frameworks, and dedicated Futures Fridays programme. The Careers co-ordinator liaises with PSHE teachers, form tutors and Futures Fridays co-ordinator. Careers education is delivered by the Careers co-ordinator, form tutors, Futures Fridays and PSHE teachers. Our Careers Policy follows the Gatsby Benchmarks, and we aim to link curriculum learning to careers in addition to ensuring that all pupils have a meaningful encounter with employers/employees.

Xello

Designed for students aged 13-19, Xello takes students on a journey of discovery where they explore their potential through a **personalised experience based on their interests and aspirations**. Students will discover new ideas, understand which careers best suit them and uncover how what they are learning in school links to future opportunities and their career destination.

The aim of Xello is to **help young people plan and make better decisions about their future**. It provides impartial careers guidance information and encourages a young person to explore their likes and dislikes, their personality type and helps them assess the skills they already have and relate them to future learning, training and career decisions.

At Leehurst Swan, Xello does not stand alone, but is coupled with support and advice from the careers co-ordinator, form teacher and subject teachers.

From Year 7, students are encouraged to not only use the programme for careers guidance but also to create a progress file by recording achievements and qualifications throughout their senior school years.

Careers at Leehurst Swan – Delivery model

Addressing the needs of each pupil and Personal guidance

Pupils are given at least one careers' interview in Year 9, Year 10 and Year 11. Careers interviews are followed up with personalised information, opportunities and resources tailored to individual career pathways. Pupils on EHCP or with individual SEND needs are guided as to the most appropriate pathway, in consultation with outside agencies and

parents as appropriate. Some pupils are given additional life skills workshops through Learning Support.

Year 9 pupils begin to look at job groups, the changing world of work and transferable key skills. In the Spring term, they are given help with GCSE choices and introduced to Xello and the Careers Hub where they are welcome to browse and ask for advice. All pupils have formal careers interviews and receive written feedback.

Learning from careers and labour market information

The school maintains good links with SEBP and has regular meetings with the Chamber of Commerce's education consultants, Peter Thompson and Maggie Fowler. Local labour market information is displayed on the Careers information board and shared with pupils, especially advising on apprenticeship opportunities. Year 11 are directed to the SEBP Instagram page for listings of apprenticeships in the local area.

There is a SEBP programme of locally produced short films showcasing careers. These are shared with all pupils in form time and shared with KS4 pupils via MS Teams following careers interviews.

Encounters with employers and employees, and exploring enterprise

All pupils in KS2, 3 and 4 can also choose to take part in various enterprise activities such as the Chamber of Commerce Education Challenge and the Peter Jones Foundation Insight into Entrepreneurship workshop. Such events may vary year on year.

A programme of alumni, parent and local business talks on careers has been embedded in KS4.

KS4 pupils are invited to attend the Wiltshire Careers Hub Fair (January 2023)

As part of Futures Fridays pupils are offered practice interviews, coaching on telephone manner and office etiquette from local businesses.

Young Enterprise programme. The aim of the programme is to provide opportunities for pupils to develop essential skills and attitudes which not only enrich their academic learning, but also provide a strong foundation for the future. They take on various roles e.g. chairperson, IT manager, secretary, marketing, finance director and learn to work together.

KS2 children are encouraged to take part in 'Take your child to work' days.

Encounters with further and higher education

All local sixth form providers are invited in to give a 15-minute talk to Year 11 pupils as part of Futures Fridays. Information about sixth form open evenings, entrance requirements and apprenticeship opportunities is shared. Pupils are encouraged to attend sixth form open events and taster days.

Pupils are encouraged to begin to consider choices after 16. They are shown useful websites, given ideas about popular choices and directed to Open Days and prospectuses. They are

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given formal careers advice and the chance to undertake tasks and activities through Xello, which gives pupils bespoke guidance on suitable post 16 choices and careers. Pupils are able to develop a portfolio of experience, along with an action plan to reach their post 16 goals.

Pupils all have careers interviews, and they are offered help with applications and interview techniques. In the Autumn term prospective schools, colleges and apprenticeship providers come into school for a series of talks as part of futures Fridays. They are given information about open events and taster days and encouraged to attend and told where they can find out about local apprenticeships. They are advised how to complete curriculum vitae and apply for jobs. Xello is used to provide a single point for all aspects of information, cv's and covering letters to enable pupils to maintain and monitor their journey to Post-16 education.

Linking curriculum to careers

Designed for pupils aged 13-19, Xello takes pupils on a journey of discovery where they explore their potential through a personalised experience based on their interests and aspirations. Pupils will discover new ideas, understand which careers best suit them and uncover how what they are learning in school links to future opportunities and their career destination.

The aim of Xello is to help young people plan and make better decisions about their future. It provides impartial careers guidance information and encourages a young person to explore their likes and dislikes, their personality type and helps them assess the skills they already have and relate them to future learning, training, and career decisions.

At Leehurst Swan, Xello does not stand alone, but is coupled with support and advice from the career's adviser, form teacher and subject teachers.

From Year 7, pupils are encouraged to not only use the programme for careers guidance but also to create a progress file by recording achievements and qualifications throughout their senior school years. We are exploring alternatives including Unifrog which would give the potential to log work experience and progress against an agreed list of employability skills and attributes.

The Salisbury Chamber of Commerce Education Business Partnership has provided the school with a database of local employers who are able to offer talks and workshops. This has been shared with subject leaders who have arranged opportunities for their curriculum area e.g., business studies.

Experiences of workplaces

Pupils are helped to find work experience placements including on-line opportunities, and undertake preparation for this, including an information about Health and Safety. At the end of the Year 11 they may complete one- or two-weeks' work experience and are offered a debriefing afterwards.

All Year 9 pupils undertake the Duke of Edinburgh Award scheme as part of their timetabled curriculum. This involves volunteering, which is often in conjunction with a local employer.