

SCHOOLS CAREERS ADVICE AND GUIDANCE STRATEGY

THE SCHOOLS VISION FOR CAREERS

KEY STAGES 3 AND 4
 At Tabor, high quality, impartial careers guidance will help pupils to make informed choices about which courses suit their academic needs and aspirations. They will be prepared for the next stage of their education, employment, self-employment or training.

KEY STAGE 5
 In the schools Sixth form college learners will receive high quality impartial careers guidance that prepares them for their chosen next steps and enables them to make well-informed decisions about their future plans.



1. A stable careers programme	Every school should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities, including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and to expand their networks.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every student should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available wherever significant study or career choices are being made.

The most popular careers that our pupils aspire to work in from the student survey we conducted in 2019-2020.

The 5 sectors that are described as 'thriving' within the UK. We have implemented exposure to employers from these areas into our strategy.

Energy

Transport & Logistics

Advertising

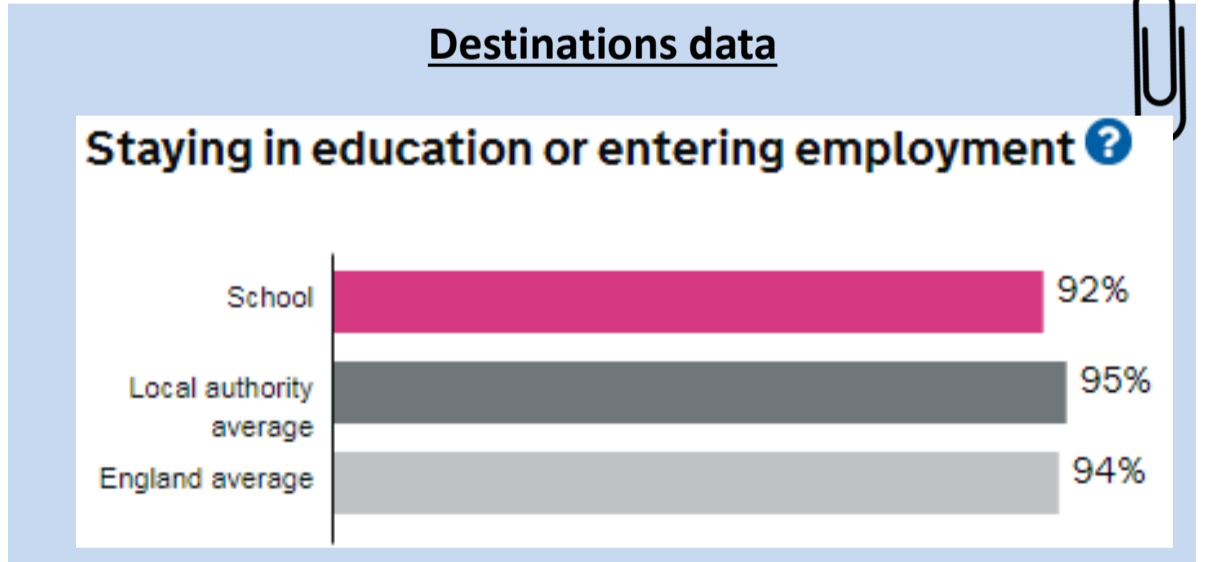
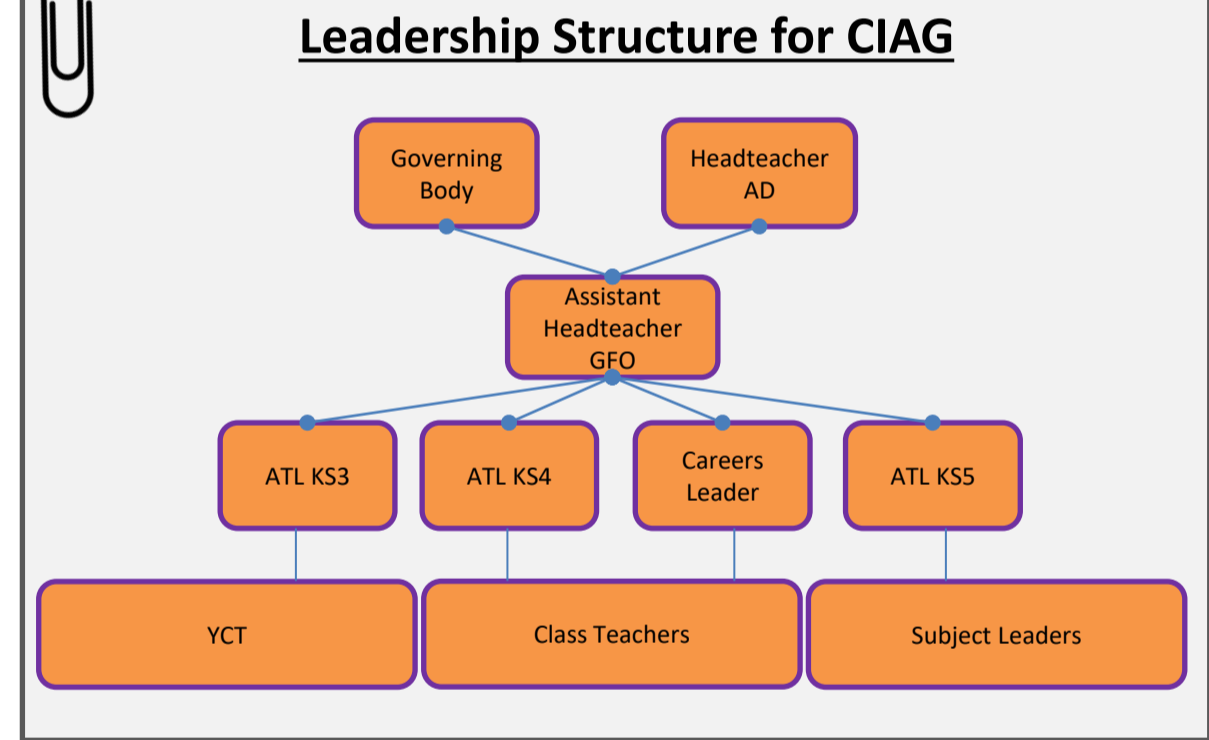
Financial Technology

Construction

- Register and Liaise with a Career and Enterprise advisor
- Complete compass benchmark assessment each year (review of strategy)
- Annually Use tracker/planner tool to action plan from compass assessment
- Apply for a careers quality assurance award
- Termly careers newsletter for pupils/staff (opportunities and info)
- Focus on breaking gender stereotypes
- Departments to provide one interaction with a employer linked to their career each year during curriculum time.
- Key Stage questionnaires for Careers in Sep : Questions to generate enquiries
- Any trips need logging on this map and evaluating by departments
- Tracking from Y7 to Y13.
- Y8, Y11 and Y12 questionnaires that allow pupils to ask a L6 advisor a question and receive a personalised written reply.

	HALF TERM 1 (SEPTEMBER – OCTOBER)	HALF TERM 2 (NOVEMBER – DECEMBER)	HALF TERM 3 (JANUARY – FEBRUARY)	HALF TERM 4 (FEBRUARY – MARCH)	HALF TERM 5 (APRIL – MAY)	HALF TERM 6 (JUNE – JULY)
YEAR 7 Independent advisor attends parents evening	<p>Form time activity: Y7 Prospects Steps booklet. Pupils will complete a series of self awareness activities during form time that spans the first term. Activities will focus on transition, personal achievement, skills and seeking advice. PowerPoint provided that includes teacher notes. One form time per week will be spent completing the booklets for the first term.</p> <p>QA – Completion moderation to happen before Christmas.</p> <p>Careers letter/pamphlet sent home Letter sent home to all year groups that signposts pupils and parents to the careers Section of the school website and informs them how to use the various websites For independent careers guidance.</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>Form time activity: Prospects Steps booklet. Pupils will complete a series of self awareness activities during form time that spans the first term. Activities will focus on transition, personal achievement, skills and seeking advice. PowerPoint provided that includes teacher notes.</p> <p>QA – Completion moderation to happen before Christmas.</p> <p>Y7 November 'Careers' assembly - This will be run by the schools careers advisor. The Assembly will be used to introduce the Careers advisor team to pupils and talk About the support they offer. Pupils will Also be signposted to the Careers Google Classroom and informed how it can be used.</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Girls Into Engineering assembly. Female student to receive an assembly on girls in STEM careers from a range of female staff and outside speakers.</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers / Apprenticeship Weeks (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Bulletin Information: Finance / Business Google Classroom : Finance / Business</p>	<p>University Visit for Y7: University of Essex trip for Year 7 students.</p> <p>Bulletin Information: Coding and app development Bulletin Information: Energy and the environment</p>	<p>Careers and Enterprise days during June/July. Pupils will start with a keynote speaker who will talk about their journey and the importance of careers choices. pupils will then be split into mixed ability groups who will work together on a challenge. During the day pupils will be presented with a series of business related tasks such as; brainstorming ideas, researching the needs of the customer and the 4 P's of marketing.</p> <p>Bulletin Information: Forces</p>
YEAR 8 Independent advisor attends parents evening	<p>Kudos Profile and Barclays Life skills Programme. One form per period will be timetabled in EX1 by the careers leader and will complete this introductory unit. This looks at matching pupils interests/values to chosen careers and then allows them to explore wages, Labour Market information projections, live vacancies, working hours, qualifications needed etc.</p> <p>Y8 September 'Careers' assembly - This will be run by the independent careers advisor from 'aspiring futures'. This will be to inform the cohort that GCSE options will take place after Christmas and the importance of researching the type of subjects that are needed for their intended career path. Advisor to revisit the careers section of the website. (signpost)</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>Kudos Profile and Barclays Life skills Programme. One form per period will be timetabled in EX1 by the careers leader and will complete this introductory unit. This looks at matching pupils interests/values to chosen careers and then allows them to explore wages, Labour Market information projections, live vacancies, working hours, qualifications needed etc.</p> <p>Girls Into Engineering assembly. Female student to receive an assembly on girls in STEM careers from a range of female staff and outside speakers.</p> <p>Careers Convention - pupils will be invited to our annual careers convention, pupils will have the opportunity to speak external delegates and receive bespoke advice and guidance. aspiring futures will also be present to offer impartial IAG.</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Kudos Profile and Barclays Life skills Programme. One form per period will be timetabled in EX1 by the careers leader and will complete this introductory unit. This looks at matching pupils interests/values to chosen careers and then allows them to explore wages, Labour Market information projections, live vacancies, working hours, qualifications needed etc.</p> <p>Girls Into Engineering assembly. Female student to receive an assembly on girls in STEM careers from a range of female staff and outside speakers.</p> <p>Careers Convention - pupils will be invited to our annual careers convention, pupils will have the opportunity to speak external delegates and receive bespoke advice and guidance. aspiring futures will also be present to offer impartial IAG.</p> <p>Y9 Options Evening & Options Assemblies. Facilitated by departments, aspiring futures and careers co-ordinator. Electronic version of the options booklet emailed to parents and placed on website with links to resources**</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers / Apprenticeship Weeks (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Options meetings open for all families with SLT and key pastoral leads.</p> <p>Bulletin Information: Coding and app development Bulletin Information: Energy and the environment</p>	<p>Careers and Enterprise days during June/July pupils will start with a keynote speaker who will talk about their journey and the importance of careers choices. pupils will then be split into mixed ability groups who will work together on a challenge. During the day pupils will be presented with a series of business related tasks such as; brainstorming ideas, researching the needs of the customer and the 4 P's of marketing.</p> <p>Bulletin Information: Forces</p>	
YEAR 9 Independent advisor attends parents evening	<p>Key Assembly – pupils shown the schools Careers Portal and CEIAG page on the schools website.</p> <p>pupils will be shown the careers portal and links on the website that include national careers advice, job centre, PLOTR and KUDOS. This will help pupils think about the upcoming options process.</p> <p>Careers letter/pamphlet sent home Letter sent home to all year groups that signposts pupils and parents to the careers Section of the school website. This document will inform all how to use the various websites for independent careers guidance.</p> <p>Careers questionnaire; Including chance for pupils to ask advisor a direct question and receive a personalized written response.</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>Barclays Life Skills (module: Employability skills and locker) One form per period will be timetabled in EX1 by the careers leader and will complete this introductory unit. This looks at Employability skills and an introduction to the locker feature..</p> <p>Y10 University Visit – This will be an inspirational visit to the local university for all Y9 pupils at the start of their GCSE's. This will be used to raise aspirations but also look at the universities Engineering and motorsports department (STEM).</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Careers Convention - pupils will be invited to our annual careers convention, pupils will have the opportunity to speak with external delegates and receive bespoke advice and guidance. aspiring futures will also be present to offer impartial IAG.</p> <p>Engagement of local training provider Barclays virtual Work Experience– Providers will work within a cohort of identified pupils to mentor, inspire and run workshops with pupils. The will work with pupils who are interested in Construction, Engineering and Business/Admin.</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers / Apprenticeship Weeks (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Bulletin Information: Finance / Business Google Classroom : Finance / Business</p>	<p>Russell Group Assembly– This will include an residential visit so pupils can fully embrace what it means to be at university.</p> <p>Next Steps – How to apply for College</p> <p>Bulletin Information: Coding and app development Bulletin Information: Energy and the environment</p>	
YEAR 10 Independent advisor attends parents evening	<p>Barclays Life Skills (module: Employability skills and locker) One form per period will be timetabled in EX1 by the careers leader and will complete this introductory unit. This looks at Employability skills and an introduction to the locker feature..</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>Barclays Life Skills (module: Employability skills and locker) One form per period will be timetabled in EX1 by the careers leader and will complete this introductory unit. This looks at Employability skills and an introduction to the locker feature.</p> <p>Y10 University Visit – This will be an inspirational visit to the local university for all Y9 pupils at the start of their GCSE's. This will be used to raise aspirations but also look at the universities Engineering and motorsports department (STEM).</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Careers Convention - pupils will be invited to our annual careers convention, pupils will have the opportunity to speak with external delegates and receive bespoke advice and guidance. aspiring futures will also be present to offer impartial IAG.</p> <p>Engagement of local training provider Barclays virtual Work Experience– Providers will work within a cohort of identified pupils to mentor, inspire and run workshops with pupils. The will work with pupils who are interested in Construction, Engineering and Business/Admin.</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers / Apprenticeship Weeks (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Bulletin Information: Finance / Business Google Classroom : Finance / Business</p>	<p>Russell Group Assembly– This will include an residential visit so pupils can fully embrace what it means to be at university.</p> <p>Next Steps – How to apply for College</p> <p>Bulletin Information: Coding and app development Bulletin Information: Energy and the environment</p>	
YEAR 11 Independent advisor attends parents evening	<p>Assembly: UCAS Team co-delivery with the schools Sixth form – pupils will receive an extended assembly to raise aspirations by a member of the UCAS team. Pupils will be shown information about different routes then can follow after their time at The Schools and where they can find out more information about them, the schools Sixth Form will co-deliver this assembly highlighting the benefits, entry requirements and expectations of our college.</p> <p>Aspire Workshop</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>CV Assembly/workshop: High impact Keynote speaker to inform pupils about the importance of writing a good CV. All Y11 forms will be timetabled into ICT rooms for 1 hour to develop their CV's. Pupils will use their Start profile to help them. Their CV will be uploaded to their start profile locker. (Feeds into mock interview day)</p> <p>October World of Work Day – Mock interviews. Pupils will be taken 30 minute interviews and feedback will be shared with them.</p> <p>Y11 Sixth Form Taster Day – Day collapsed for Y11 to experience the schools Sixth Form Life.</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Start Profile: What to study post 16 – College or apprenticeship? How to apply session. This will involve pupils accessing their start profile and looking at the application process and looking where to find live vacancies. Drop down periods organized by the careers leader</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers / Apprenticeship Weeks (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Bulletin Information: Finance / Business Google Classroom : Finance / Business</p>	<p>Mini careers fair for risk of NEET pupils – Mini careers fair which will take place in the Excellence Centre for pupils who will not meet entry requirements for the schools Sixth Form. We will invite apprenticeships and traineeships providers and other local colleges into school and take pupils time table for the afternoon. pupils will be taught interview skills and given more directed advice on form filling in applications and writing CV's.</p> <p>Bulletin Information: Coding and app development Bulletin Information: Energy and the environment</p>	
YEAR 12 Independent advisor attends parents evening	<p>Y12 Entry Questionnaire – Careers questionnaire; Including chance for pupils to ask advisor a direct question and receive a personalized written response.</p> <p>Site visits and experience days to be arranged for pupils who study vocational subjects.</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>Barclays Life Skills: Interview skills : Launched in assembly by the careers advisor to focus on being prepared, interview Conduct, questions, making a good impression etc. This will be an extended assembly for ALL Y12 and videos Shown from start profile.</p> <p>Cooking lessons facilitated by Technology department</p> <p>Y12 Entry Questionnaire Careers questionnaire; Including chance for pupils to ask advisor a direct question and receive a personalized written response</p> <p>University assembly : coordinated by sixth form team Apprenticeship assembly: coordinated by sixth form team</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Careers Convention - pupils will be invited to our annual careers convention, pupils will have the opportunity to speak with over 130 external delegates and receive bespoke advice and guidance. aspiring futures will also be present to offer impartial IAG.</p> <p>**Career specific workshops run throughout the year. pupils identified from Y12 questionnaire**</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers / Apprenticeship Weeks (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Bulletin Information: Finance / Business Google Classroom : Finance / Business</p>	<p>Site visits and experience days to be arranged for pupils who study vocational subjects.</p> <p>**Career specific workshops run throughout the year. pupils identified from Y12 questionnaire**</p> <p>Bulletin Information: Coding and app development Bulletin Information: Energy and the environment</p>	
YEAR 13 Independent advisor attends parents evening	<p>UCAS tutors assigned – pupils who are intending to go to university will be assigned a UCAS tutor within school. The tutors will mentor pupils through the process and assist applications.</p> <p>Applications checked and reference written – This is will be done by the director and assistant director of KSS before October 1st term.</p> <p>Extended form time for UCAS and action plan session.</p> <p>Mock interviews with KSS team for pupils who need an interview as part of course. Mock entry exams also to support students who need them.</p> <p>Bulletin Information: Medicine / Sciences / Healthcare Google Classroom : Medicine / Sciences / Healthcare</p>	<p>Interview skills assembly 30 minutes supported by Barclays Life Skills -We will invite Barclays life skills ambassadors into schools to deliver a presentation to our pupils. This will provide them with skills needed for colleges, apprenticeships and employment interviews.</p> <p>Assembly for pupils who are clear they do not want to go to university – This will look at higher level and advanced apprenticeships and employment routes for pupils. How to access and where to apply.</p> <p>Mock interviews with KSS team for pupils who need an interview as part of course. Mock entry exams also to support students who need them.</p> <p>Bulletin Information: Construction / Engineering Google Classroom : Construction / Engineering</p>	<p>Careers Convention - pupils will be invited to our annual careers convention, pupils will have the opportunity to speak with over 130 external delegates and receive bespoke advice and guidance.</p> <p>Student finance assembly (30 mins) – This assembly will be run by the assistant director of KSS and will be supported by a local university too.</p> <p>Mock interviews with KSS team for pupils who need an interview as part of course. Mock entry exams also to support students who need them.</p> <p>Bulletin Information: Creative / Digital / Marketing Google Classroom : Creative / Digital / Marketing Girls into Engineering inspiration day (STEM)</p>	<p>National Careers Week (March) – pupils will receive a special assembly, form time activities and also competitions will be launched. Resources to be differentiated for each year group.</p> <p>During National careers week departments will deliver a 'Careers lesson' in curriculum time. This will be used to inspire pupils and raise awareness of the variety of careers that are linked to their subject. Therefore connecting learning to 'real life'.</p> <p>Staff will display careers postcards on their doors which highlight what previous jobs they have had prior to teaching.</p> <p>Bulletin Information: Finance / Business Google Classroom : Finance / Business</p>	<p>KSS Results day – aspiring futures and the KSS team will be available to support pupils, provide guidance and inform them about next steps.</p> <p>Once Y11 leave Y10 DP will be interviewed in HTG</p> <p>University visits to raise aspirations – All pupils in Y12 will be invited to attend a university site visit to raise their aspirations.</p> <p>OXBRIDGE APPLICATION GUIDANCE</p> <p>GETTING TO UNIVERSITY- Student Funding/Bursaries/Scholarships.</p> <p>Y12 have the opportunity of work shadowing visits in enrichment week based on the 5 growth sectors of greater Manchester. Work placements will also run at this time for students who self refer. aspiring futures to VET the placements and cost placed on the pupil.</p> <p>Work Shadowing opportunity: reflections logged on Start profile and experiences of part time jobs.</p> <p>Bulletin Information: Forces</p>	

BENCHMARK 1	A STABLE CAREERS PROGRAMME <ul style="list-style-type: none"> A free and sustainable online platform for delivering careers information Underpinned by a programme for students in Years 7 to 13 Accessible to all students, staff and parents
BENCHMARK 2	LEARNING FROM CAREER & LABOUR MARKET INFORMATION <ul style="list-style-type: none"> Localised career and labour market information from LMI for All Impartial information on all study options at GCSE, post-16 and 18 Live course information and apprenticeship vacancies
BENCHMARK 3	ADDRESSING THE NEEDS OF EACH PUPIL <ul style="list-style-type: none"> A student profile to personalise content, career and future study information Learning modules for all ages to guide students through moments of choice Tools to capture and share inspiring alumni stories
BENCHMARK 4	LINKING CURRICULUM LEARNING TO CAREERS <ul style="list-style-type: none"> Subject-led careers and future study search Employer-led information linking subject knowledge application in work Content and tools promoting classroom skills-learning to employability
BENCHMARK 5	ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES <ul style="list-style-type: none"> Employer profiles offering an insight in to work and employment Employer-led skills content and Three Minute Hero career stories An online Locker to record and evidence encounters with employers
BENCHMARK 6	EXPERIENCES OF WORKPLACES <ul style="list-style-type: none"> Advice to help prepare for and make the most of work placements and visits Action plan tools to manage the process of securing work experience An online Locker to evidence impact of work experience and part time jobs
BENCHMARK 7	ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION <ul style="list-style-type: none"> Learning modules to explore and demystify all post-16 and 18 pathways Comprehensive, impartial information on all academic and vocational routes Every post-16 and post-18 provider profiled with full course information
BENCHMARK 8	PERSONAL GUIDANCE <ul style="list-style-type: none"> Student registration data and personal profiles to inform guidance interviews Age-appropriate modules to prepare students for key moments of choice Action plan tools to support and enhance the guidance process



Careers Leader
Mr. Forster

Tabor is part of the Loxford School Trust