

CAREERS

ST MARY MAGDALENE



Careers Lead:	Mabel Awaleh-Chaces
Contact:	Mawaleh-chaces@koinoniafederation.com
Effective Date:	September 2024
Date Next Review:	September 2025



CAREERS

ST MARY MAGDALENE

Introduction

Careers Information, Education, Advice and Guidance (CIEAG) plays a crucial role in empowering students to understand and navigate their future career paths. It provides the foundation of knowledge and essential skills that help students make informed decisions about their education, career choices, and personal development. By fostering an awareness of the wide variety of career options, it equips students with the vocabulary and confidence to begin exploring the best opportunities for their future.

The core aims of our provision are:

Career Knowledge Foundation: Ensuring that students gain an understanding of various careers, industries, and job roles. This knowledge allows them to start thinking about the careers that align with their interests, values, and strengths.

Skill Development: Providing students with the practical skills required to successfully engage with career opportunities. This includes guidance on building experience, improving interview techniques, networking, and cultivating other professional behaviours that are crucial in securing career opportunities.

Decision-Making Support: Helping students assess the most suitable courses, job opportunities, and apprenticeships based on their individual goals. This empowers them to make well-informed decisions that lead to long-term career satisfaction and financial security.

By focusing on both personal and professional growth, we aim to ensure that every student has the tools to create a future they can be proud of.



Year 7

In Year 7, we aim to introduce students to a wide range of careers, helping them build the vocabulary and understanding needed to start considering their future paths. We'll explore how different jobs come with varying salaries and begin to focus on the skills that make individuals employable or able to succeed as self-employed professionals.

Topics:

What jobs and careers exist?

What skills are normally needed for different jobs?

- Education on year 7 topics in Assemblies, Family Group tutor sessions and PSHE.
- Development of Careers Profile on Unifrog.
- Careers week- Students find out about careers within their subject areas through presentations and guest speakers.
- Year 7 and 8 STEM challenge- students start to understand what a careers in STEM looks like.

Year 8

In Year 8, we aim to help students understand that different careers require different qualifications. We'll explore what qualifications are and how they can open up various career pathways. During this year, we also work on challenging job stereotypes, including holding a Women in STEM assembly to ensure students are not limiting their aspirations based on these stereotypes.

Topics:

What qualifications are needed for different jobs?

What are Level 2 Qualifications?

What are my options after secondary?

- Education on year 8 topics in assemblies, family group tutor sessions and PSHE.
- Development of Careers Profile on Unifrog.
- Careers week- Students find out about careers within their subject areas through presentations and guest speakers.
- Year 7 and 8 STEM challenge- students start to understand what a careers in STEM looks like.
- Women in STEM assembly.

Year 9

In Year 9, we want students to begin considering potential career pathways to help guide their decisions when selecting options that align with their future goals. We'll encourage them to start building their personal profile and CV, so they understand what employers are looking for and can begin thinking about gaining work experience. Additionally, we aim to help Year 9 students understand how their GCSE choices can influence their ability to study certain subjects at Level 3 and, ultimately, impact their university subject choices.

Topics:

What do I think my career pathway looks like?

Why do I need a CV and how do I build it?

What should I choose for my options and how do these lead to jobs and university options?

- Year 9 topics delivered in Assemblies, Family Group Sessions and PSHE.
- Development of Careers Profile including interests profile on Unifrog.
- Careers week- Students find out about careers within their subject areas through presentations and guest speakers.
- Options Evening.
- Options interviews with SLT and Governors.



Year 10

In Year 10, we want students to use the knowledge they gain about the labour market, post-16 options, and different careers to begin focusing on a specific career pathway. We also aim to help them start developing their CV and personal brand, while encouraging them to gain work experience, either in person or virtually.

Topics:

What is my career pathway and how do I achieve it?

Which work experience is best for me and how do I find it?

How can I make the most out of my work experience?

- Year 9 topics delivered in Assemblies, Family Group Sessions and PSHE.
- Development of Careers Profile including interests profile on Unifrog.
- Careers week- Students find out about careers within their subject areas through presentations and guest speakers.
- Work experience support.
- Self-found in person or virtual work experience placement for one week.

Year 11

In Year 11, we want students to have a clear understanding of their post-16 plans, allowing them to focus on their studies during this crucial year.

In December, Year 11 students participate in a Careers Focus Week, where they explore all available options and receive one-on-one careers advice during dedicated meetings. We also use Parents' Evening to share information about post-16 options, ensuring parents can have informed discussions with their children at home.

Topics:

What are my post 16 options?

What grades do I need for post 16 and university?

What is an apprenticeship and how do I apply?

- Careers assemblies.
- External careers fair.
- Careers focus week- discussions and information during assemblies, family group time and PSHE. Destination intentions recorded on Unifrog.
- Unifrog tools used to explore all possible options.
- One to one careers meetings.
- Post 16 information booklet.
- Support on results day.



Year 12

In Year 12, we aim to provide students with as much information as possible about various career options, which is why we invite a wide range of speakers to share their insights. We also encourage Year 12 students to focus on gaining work experience and engaging in summer schools and independent reading, so they can build a strong foundation of experiences to reflect on for their personal statements. Any relevant opportunities shared with the school are communicated to students through a careers bulletin.

Topics:

What career is right for me and how do I get there?

How can I build my knowledge and experience to prepare myself for university or job applications?

- Development of Careers Profile on Unifrog.
- Careers Week- Students explore career opportunities related to their subject areas through presentations and guest speakers.
- Work Experience Support.
- Elephant Group for high achievers.
- Careers Fair.
- University Visits.
- Visiting Speakers.
- Personal Statement Preparation.
- One-to-One Careers Advice Sessions.
- Career Next Steps Parent Event.
- Parent Career Tool Training.
- Careers Bulletin.
- Additional Careers Support for SEN Students.

Year 13

In Year 13, we want students to have a clear idea of their future plans and to have started building the experience needed to achieve their goals. Students will spend time completing their UCAS applications and writing their personal statements. They will also explore and apply for degree apprenticeships. We encourage all Year 13 students to apply for both university and apprenticeship routes to broaden their options after year 13.

Topics:

How can I show my best through my personal statement and application?

How can I be the most prepared for interviews?

What else can I be doing to boost my employability?

- Visiting Speakers on Careers Visiting Speakers - Experts from various fields share insights into their careers.
- Careers Bulletin - Regular updates on career opportunities and events.
- Additional Careers Support for SEN Students Tailored career guidance for students with special educational needs.
- UCAS Support.
- Parent UCAS/Student Finance Support Event.
- Personal Statement Assemblies.
- CV and Apprenticeship Application Support.
- Apprenticeship Application Intervention Group.
- Interview technique training.
- Support on results day with decision making and clearing options.



<p>Benchmark 1 Stable Careers Programme</p>	<ul style="list-style-type: none"> • Clear careers plan. • Regular meetings with borough careers lead. • Parent Unifrog training. • Parent careers events. • Careers bulletin and School Newsletter. • Feedback from students for each activity and used to form plan for following year. • Information about range of post 16 options presented at year 11 parents evening.
<p>Benchmark 2 Learning From Career and Labour Market Information</p>	<ul style="list-style-type: none"> • Parent access to Unifrog and training. • Year 9 options booklet and evening. • Year 11 post 16 options booklet and information at parents evening. • Year 12 and 13 careers and UCAS events. • PSHE careers education with use of Unifrog. • Careers Bulletin for KS4 and KS5.
<p>Benchmark 3 Addressing the needs of each pupil</p>	<ul style="list-style-type: none"> • SEN/EHCP support at vital stages – options, post 16 options, UCAS/Apprenticeships. • Additional tasks given to students out of mainstream in reset room. • Women in STEM event challenges stereotypes. • Records kept on Unifrog to ensure engagements. Parent Unifrog training. • Annual meeting to review student destinations and identify areas for improvement.
<p>Benchmark 4 Linking Curriculum Learning to Careers</p>	<ul style="list-style-type: none"> • Careers week (7-10 and 12)- during careers week staff dedicate curriculum time to careers. Staff are encouraged to bring speakers into lessons or via zoom. • Year 7 and 8 STEM Challenge. • Teachers link careers information to their qualification during careers week.
<p>Benchmark 5 Encounters with Employers and Employees</p>	<ul style="list-style-type: none"> • Year 8 Women in STEM Assembly. • Encounters arranged by teachers during careers week. • Encounters during careers week assemblies arranged by Careers Lead. • Year 12 and 13 visiting speakers. • Work Experience encounters.
<p>Benchmark 6 Experiences of Workplaces</p>	<ul style="list-style-type: none"> • Work experience week in July for year 10 and 12 students who secure a virtual or in person work placement. • Students directed to opportunities available throughout the year through the careers bulletin. • Students who do not secure work placements attend workplace visits during the work experience week.
<p>Benchmark 7 Encounters with Further and Higher Education</p>	<ul style="list-style-type: none"> • Year 11 Careers Fair. • Year 12 Careers Fair. • Year 12 university visits. • Universities invited to attend year 11 parents evening.
<p>Benchmark 8 Personal Guidance</p>	<ul style="list-style-type: none"> • Year 11 one to one interviews during year 11 Career Focus week. • Mop up interviews during careers week. • Year 12 one to one interviews during careers week. • Year 9 options interviews with SLT/Governors. Referred for careers advice where needed. • Ad-hoc referrals where needed.