



Keswick School Careers Programme



THE CAREERS &
ENTERPRISE
COMPANY



INSPIRA
inspiring you

Contents

1.	Introduction	3
2.	Gatsby Benchmarks	4
3.	Careers@Keswick	5
4.	Activities and Events	6
4.	Calendar of Events	7
5.	Useful Links for Staff, Students and Parents	8
6.	Roles and responsibilities	9
7.	Monitoring and Evaluation	11

Introduction

The world of work that each of our students will enter is vastly different from the one we encountered when we left school!

Careers guidance has become increasingly important with huge changes to both local and national labour markets, along with an ever-changing economic and political position within the UK and internationally.

There is now an increasing breadth and depth of content at both GCSE and A-Level. This, paired with the introduction of new qualifications and education routes post-16, means that quality careers guidance is vital to ensure that students choose suitable routes to achieve their aspirations.

The Covid 19 pandemic has also brought with it complications, altered sectors and created uncertainty that will need to be addressed head on.

Our students are faced with a myriad of choices, changes, challenges and a wealth of opportunities. It is our job as a school to educate, inform, advise and guide them in order that they leave us equipped and ready.

At Keswick School, careers guidance begins in Year 7 and continues every year until students leave school at the end of Year 11 (Key Stage 4) or Year 13 (Key Stage 5), and particularly through the crucial points of options during Years 9, 11 and in the 6th Form. We have a statutory duty to provide external, independent and impartial advice to students, including the opportunities available at other educational establishments. As a school, we make sure that students and parents are aware of the importance of their decisions and how they can affect future career choices.

This programme is based on the DfE document **Careers Guidance and Inspiration in Schools** dated March 2015. The main outcome of this plan is to achieve the eight recommendations of the Gatsby report **Good Career Guidance** dated 2014 (see next page).

Gatsby Benchmarks

Good career guidance is the key to social mobility: it is about showing young people – whatever their social and family background – the options open to them and helping them make the right choices to set them on the path to rewarding future careers.

Good Career Guidance: Reaching the Gatsby Benchmarks (A Handbook for Secondary Schools, Gatsby Charitable Foundation, 2018)

In 2014, Lord Sainsbury's Gatsby Charitable Foundation published a report by Professor Sir John Holman, Advisor in Education at the Gatsby Charitable Foundation, titled **Good Career Guidance**.

The report identified 8 benchmarks that are the core dimensions of good careers and enterprise provision in schools:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The Gatsby benchmarks have now been put into the heart of the government's careers strategy published in December 2017.

Keswick School is fully committed to fulfilling this obligation and regularly evaluates our progress using the Careers and Enterprise Company's **Compass Tool**.

Careers@Keswick

The Careers Lead (Head of Careers Education, Information, Advice and Guidance: CEIAG) at Keswick School is Mrs Avery.

Her office is situated opposite S10 by the Art rooms and operates an open door policy.

All students are encouraged to drop by or visit with any careers related enquiries, questions, needs or worries. These include help support and guidance with:

- Careers interviews (both external and internal)
- Mock interviews (both internal and external)
- CVs
- Career and apprenticeship applications
- Work experience
- Career/training information
- Careers/training decision-making
- Labour market information



Working alongside Mrs Avery is Mrs Hodgson, responsible for careers and work experience administration, and a number of careers prefects.

Keswick School is part of the Enterprise Advisor Network, working with an Enterprise Coordinator Mel Carr, and a local volunteer Enterprise Advisor, a senior business representative trained to co-ordinate and liaise with school to build employer engagement plans. Our EA is Bill Harper from Sellafield/the NDA.

Mrs Avery has strong ties with both local employers and training providers, as well as receiving and passing on relevant and up-to-date information from a number of national organisations. She holds Level 6 Careers Leader certification (awarded by the University of Derby) and she is an "Apprenticeship Champion", awarded through the National Apprenticeship Service Skills Funding Agency.

Keswick School is part of the Cumbria Careers Hub and the Western Consortium careers group (meeting with the careers leads in local schools), and has strong ties with Inspira, the Careers and Enterprise Company, the Cumbria LEP (Local Enterprise Partnership) and the BEC (Britain's Energy Coast) Business Cluster.

Keswick School works closely with Hello Futures, part of the National Collaborative Outreach Programme, to help support young people to access Higher Education in areas where participation is lower than expected.

Mrs Avery is in constant communication with all Year 11 - 13 students via email, and through registration and assemblies.

She collates a careers bulletin sent out to all parents via Parentmail, weekly or fortnightly as the need arises. The careers Bulletins are also posted in the Careers section of the website.

She works collaboratively with and supports the 6th Form staff team in their provision of support and guidance for our students in Year 12 and 13. She liaises with all staff the Student Support Centre, Learning Support, and the Lairthwaite Boarding House to ensure that CEIAG is a comprehensive whole-school approach.

Mrs Helen Trott is the Careers Governor Link, who meets regularly with Mrs Avery.

Mrs Avery can be contacted at careers@keswick.cumbria.sch.uk or 017687 72605 ext 233.

Activities and Events

The table below shows the key events that take place each academic year for each year group. Various CEIAG events also take place for specific groups of students or individual classes during each year.

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Employer visits (assemblies)	✓	✓					
Year 7 team building week	✓						
Futures Fridays	✓	✓	✓				
Careers days			✓		✓		
Post-18 careers fair						✓	
Opt-In Inspira careers interviews (Valerie Cumberbatch)	(✓)*	(✓)*	(✓)*	(✓)*	✓	✓	✓
Opt-in careers talks					✓	✓	✓
National Careers Week March 7-12 2022	✓	✓	✓	✓	✓	✓	✓
Staff Careers Treasure Hunt	✓	✓					
Why Care!		✓					
Enterprise Club	✓	✓	✓	✓			
Tomorrow's World entrepreneurial competition			✓				
Work experience				✓		✓	
Young Citizens Magistrates Mock Trial		✓	✓				
Young Citizens Bar Mock Trial				✓	✓	✓	✓
UK University Search (selected students)					✓	✓	
Make Your Mark 2021	✓	✓	✓	✓	✓	✓	✓
CV writing				✓	✓	✓	(✓)*
Mock interviews					✓	(✓)*	(✓)*
NCS (National Citizen Service)					✓	✓	
Duke of Edinburgh				✓	✓	✓	✓
Inspiring Digital Enterprise award			✓	✓	✓	✓	✓
Newcastle and Northumbria University open day						✓	
Visit to a university open day (boarders)					✓	✓	✓
Brussels Business trip						✓	
Midlands Business trip				✓			
Carlisle Industry Product Design visit						✓	✓
Tycoon in School Challenge						✓	
Big Bang event			✓				
Dream Placement						✓	
Rotary Young Chef of the Year			✓	✓			
Higher education days						✓	
BAE Roadshow (tbc)	✓	✓					
Marine engineering workshop		✓					
Oxbridge visit (opt-in)						✓	
Festival of Biology competition (tbc)	✓						
Lego League competition	✓	✓	✓				

* By request

Calendar of Events 2021-22 (Subject to Covid 19 Restrictions)

September	October	November
<p>Y7&8 BAE Roadshow (tbc)</p> <p>Y8 Why Care! (tbc)</p> <p>Y7-10 Enterprise Club</p>	<p>Y7 – 9 Futures Fridays</p> <p>Y7-10 Enterprise Club</p> <p>Y8 Marine Engineering workshop</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-In careers, FE and HE talks</p> <p>Y11 Careers Day</p> <p>Y12 Dream Placement</p> <p>Y12 A-Level Business Tycoon in School challenge</p>	<p>Y7-9 Futures Fridays</p> <p>Y8&9 Science Museum show</p> <p>Y7-10 Enterprise Club</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p>
December	January	February
<p>Y7-9 Futures Fridays</p> <p>Y9 Tomorrow's World competition (tbc)</p> <p>Y10-13 Bar Mock Trial Regionals competition</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y7 Careers unit in PD lessons</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Y7-10 Enterprise Club</p> <p>Y10 Business Christmas Fayre stall</p>	<p>Y7-9 Futures Fridays</p> <p>Y8 Step into the NHS competition</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Y7-10 Enterprise Club</p> <p>Year 12 Brussels Business trip (tbc)</p>	<p>Y7-9 Futures Fridays</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Year 9 Careers Day</p> <p>Y7-10 Enterprise Club</p>
March	April	May
<p>Y7-9 Futures Fridays</p> <p>Y7-10 Enterprise Club</p> <p>Y8-9 Magistrates Mock Trial competition</p> <p>Y9 Options Evening</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Y12 TLT Solicitors WEX Trip</p>	Examination Season	
	<p>Y7-9 Futures Fridays</p> <p>Y7-10 Enterprise Club</p> <p>Y12 A-Level Business Skiddaw Hotel trip</p>	<p>Y7-9 Futures Fridays</p> <p>Y7-10 Enterprise Club</p> <p>Y12 Work Experience Week</p> <p>Y12 & 13 Product Design</p> <p>Cumbria Industry visit</p>
June	July	August
Examination Season	<p>Y7-9 Futures Fridays</p> <p>Y10 Business Trip to UK Firms</p> <p>Y12 Oxbridge trip</p> <p>Y12 Visit to Newcastle and Northumbria Universities</p> <p>Y7-10 Enterprise Club</p> <p>Y11 NCS</p>	<p>Y11 NCS</p> <p>Y11 GCSE results</p> <p>Y13 A-Level results</p>
<p>Y7-9 Futures Fridays</p> <p>Y7-8 Careers assemblies</p> <p>Y7-10 Enterprise Club</p> <p>Y10 Work Experience</p> <p>Y12 Careers Fair</p> <p>Y12 HE Days</p>		

* Other activities will be added throughout the academic year as they are finalised with external providers

Useful Links

https://nationalcareersservice.direct.gov.uk/	Provides information, advice and guidance to help you make decisions on learning, training and work
https://www.startprofile.com	Information for all about careers
https://www.inspira.org.uk/	Provides local and national careers information, support and guidance
www.barclayslifeskills.com	Provides advice about CV writing, interview techniques and life skills to improve employability
https://www.stepintothenhhs.nhs.uk/	Information and resources about thousands of roles in the NHS along with a quiz to find your ideal role
https://www.careerpilot.org.uk/	Plan your future work and study
https://icould.com	Videos, the Buzz quiz and information about all things careers
https://targetcareers.co.uk	Explore options for careers, university or apprenticeships and get help applying successfully
www.successatschool.org	Provides information about various careers sectors
https://www.cumbria.gov.uk/jobsandcareers/apprenticeships/	Information about available apprenticeships within Cumbria County Council from admin to teaching assistants to civil engineering
www.ucas.co.uk	Information about university courses and apprenticeships, and the application process, student loans etc
https://discoveruni.gov.uk/	Provides information about going to university and comparisons between them.
https://www.whatuni.com	Compare different universities
https://www.theuniguide.co.uk/	Find and compare universities
www.notgoingtouni.co.uk	Shows other possible routes post-18, other than university
https://amazingapprenticeships.com	Everything you need to know about apprenticeships.
https://www.apprenticeships.gov.uk/#	Everything you need to know about apprenticeships.
www.ratemyapprenticeship.co.uk	Shows the experiences and ratings that 1000's of school leavers have given their apprenticeships
https://www.indeed.co.uk	Find apprenticeships on offer
https://careemap.co.uk/careers/apprentice	Find apprenticeship opportunities
www.healthcareers.nhs.uk	Advice and guidance on careers in the NHS
www.parentalguidance.org.uk	Careers information for parents and carers
https://nationalcareersservice.direct.gov.uk	CV Builder, job profiles and lots more. Useful for Year 9 onwards
http://www.cumbrialep.co.uk	Provides information about the current labour markets.
https://www.moneysavingexpert.com/students/student-loans-tuition-fees-changes/	Find out about student finance

Roles and Responsibilities

To ensure a cohesive and comprehensive approach to CEIAG, it is important that everyone involved in the process is aware of their roles and responsibilities:

Headteacher

- Select a designated Careers Lead within school who has suitable qualifications and experience within the role to lead CEIAG development.
- Ensure that the agreed resources and time are available for CEIAG purposes.
- Support the Careers Lead in reviewing current practices and implementing new developments.

Board of Governors

- Be aware of new legislation relating to careers provision, particularly the Gatsby Benchmarks.
- Support the Careers Lead in reviewing current practices and implementing new developments.
- Support in finding and building relationships with external businesses and employers.
- Familiarise with the school Careers Plan and development priorities and ensure that it is presented in an impartial manner.
- Ensure school provides impartial guidance which includes a range of education and training options and promotes the best interests of the pupils to whom it is given

Careers Lead

- Ensure that Keswick School adheres to and exceeds national statutory guidelines for CEIAG.
- Continually develop and improve personal knowledge of CEIAG opportunities, changing labour markets and upcoming legislation.
- Maintain an accurate record of CEIAG opportunities and the students' involvement.
- Keep teaching staff and tutors up to date with relevant labour market information.
- Liaise with external agencies (including Inspira, the Cumbria Careers Hub and the Enterprise Adviser) who may be able to provide career support within school to staff or students.
- Update and complete the annual Careers Programme and ensure that it is published on the school website.
- Organise and promote CEIAG events within school as well as external opportunities.
- Liaise with school staff, including those in the Student Support Centre and Learning Support, parents and students about upcoming CEIAG events.

SLT

- Support the Careers Lead within their own areas of responsibility.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Review progress and achievements against the Careers Programme on an annual basis.

Head of Sixth Form

- Ensure all Y12 and 13 students have a preferred route for post-18 and have made the necessary applications to enter their chosen pathways.
- Support the careers leader to deliver CEIAG activities within the Sixth Form.

- Support the students with their individual career action plans, paying particular attention to those in the NEET risk group.
- Organise, monitor and review the work experience programme for Y12 and liaise with the Careers Lead with any issues.

Head of Year

- Disseminate information from the Careers Lead to tutors.
- Include CEIAG information within assemblies where applicable and relevant.
- Head of Year 9 to support with the options process and ensure students are aware of other options at 14.
- Year 11 – identify students at risk of NEETs and liaise with Careers Lead and other professionals to address any concerns.
- Refer any student deemed needing an Inspira careers interview to the Careers Lead.
- Ensure students are aware of the CEIAG events within their year group and the importance of being proactively involved in these events.

Teachers, form tutors and support staff

- Ensure they are familiar with the Careers Programme and the development priorities.
- Read and refer to the Staff –specific pages on the Careers section of the website.
- Review medium and long term plans to find suitable links to current jobs and career pathways.
- Refer any student deemed needing an Inspira careers interview to the Careers Lead
- Feedback specific student needs (or opportunities) to the Careers Lead.
- Identify suitable resources or highlight online material that students could access to gain more insight into careers relating to one's subject.

Parents

- Support school to ensure that students are proactively involved in CEIAG events within school.
- Ensure they are familiar with the School Career Programme and the dedicated parent area of the Careers section of the school website.
- Use the 'Useful Links' section in the Careers Programme booklet with students to explore possible career pathways and educational routes.
- Regularly read the Careers@Keswick careers bulletin sent out via Parentmail.
- Accompany their children to information events run by Keswick School and other educational establishments to help them make informed decisions over their post 16 and post 18 opportunities.

Students

- Use the careers information and resources provided by staff to independently research careers of interest.
- Read and refer to the Student –specific pages on the Careers section of the website.
- Participate proactively in the CEIAG events available.
- Be self-motivated to research career pathways and educational opportunities locally, nationally and internationally.
- Take part in extra-curricular, work experience and volunteering opportunities
- Ask for careers information, advice and guidance as and when necessary.

Monitoring and Evaluation

- Evaluation has a crucial role to play to ensure that pupil's needs are met and in determining the extent to which the School Career Plan is meeting its declared aims and outcomes.
- Evaluation of the School Career Plan is an on-going and cyclical process. Aspects of the CEIAG work within school are reviewed more regularly to inform future planning. The school evaluates its CEIAG processes against the Gatsby Benchmarks.
- Evaluation also includes the views of employers, training providers, governors, pupils and parents.
- The CEIAG provision is reviewed annually with the Senior Leadership Team.
- Keswick School is currently working towards a gold standard in the nationally recognized **Inspiring IAG** award
- Each term Keswick School reviews their careers provision using the Careers and Enterprise Company's **Compass Tool** to assess and evaluate current practices and procedures in close alignment with the Gatsby benchmarks.

Updated September 2021