



# Keswick School Careers Programme



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## 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 6<sup>th</sup> 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 Cooper, 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 Nina Porter, 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), the BEC (Britain's Energy Coast) Business Cluster, and the Centre for Leadership Performance.

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, through Form time and assemblies.

She collates a regular careers bulletin sent out to all parents via Parentmail. The careers bulletins are also posted in the Careers section of the website.

She works collaboratively with and supports the 6<sup>th</sup> Form staff team in their provision of support and guidance for our students in Year 12 and 13. She liaises with all staff in 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](mailto:careers@keswick.cumbria.sch.uk) or 017687 72605 ext 233.

## Activities and Events

The table below shows the key careers 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			✓		✓		
Opt-In Inspira careers interviews	(✓)*	(✓)*	(✓)*	(✓)*	✓	✓	✓
Opt-in careers talks				✓	✓	✓	✓
National Apprenticeship Week February	✓	✓	✓	✓	✓	✓	✓
National Careers Week March	✓	✓	✓	✓	✓	✓	✓
Staff Careers Treasure Hunt	✓	✓					
Young Apprentice Club	✓	✓	✓	✓			
Work experience				✓		✓	(✓)*
Writers & Illustrators Club	✓	✓	✓	✓	✓	✓	✓
Young Citizens Magistrates Mock Trial		✓	✓				
Young Citizens Bar Mock Trial					✓	✓	✓
Medical Society (run by students)				✓	✓	✓	✓
Healthcare Profession Group, to include Medicine, Vet, Dentistry, and Allied Healthcare professions					✓	✓	✓
CV writing				✓	✓	✓	(✓)*
Mock interviews					✓	(✓)*	(✓)*
NCS (National Citizen Service)					✓	✓	
Duke of Edinburgh Award				✓	✓	✓	✓
Visit to Newcastle, Northumbria and Lancaster or Edge Hill Universities						✓	
Liverpool Business trip				✓			
Friars Chocolate Business Trip						✓	
Entrepreneur Talk (Business Studies)				✓			
Industry Product Design visit						✓	✓
Big Bang event			✓				
Dream Placement						✓	
Drama Department Visits to the Theatre by the Lake	✓	✓	✓	✓	✓		
Post-18 days – university and apprenticeship sessions						✓	✓
Year 10 Catering Trip to Armathwaite Hall				✓			
Higher education days						✓	
BAE Roadshow (tbc)	✓	✓					
Chemistry Olympiad						✓	✓
Top of the Bench (Chemistry)							
Metal Detecting Club	✓	✓	✓	✓	✓	✓	✓
Lighting and Sound Club	✓	✓	✓	✓	✓	✓	✓
Drama Club	✓						
Musical Production, including costume design and backstage roles	✓	✓	✓	✓	✓	✓	✓
STEM Society Club (run by students)				✓	✓	✓	✓
Fireworks Week (November)	✓						
Moon Rocks Week (June)	✓						
Oxbridge visit						✓	
Art & Graphic Design visit by University of Cumbria						✓	✓
Art Tour of University of Cumbria & Life Drawing Class						✓	✓
Online DA languages webinar				✓	✓	✓	✓
Language Show Live Seminars			✓	✓	✓	✓	✓
German Tourist Board speaker			✓	✓	✓	✓	✓

Encounters with local apprenticeship providers (at least 3)						✓	✓
Inspira Apprenticeship Skills Builder Day							✓
Apprenticeship Mock Interviews, with Local Employers							✓
Festival of Biology competition (tbc)	✓						
Festival of Chemistry competition (tbc)	✓						
Lego League competition	✓	✓	✓				
CumbriaCrak Cyber Security Competition at Energus				✓	✓	✓	✓
Coding Club	✓	✓					

\* By request

## Calendar of Events 2023-24

September	October	November
<p>Y7&amp;8 BAE Roadshow (tbc)</p> <p>Y10-13 opt-in Inspira careers interviews</p>	<p>Y7 – 9 Futures Fridays</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y10-13 opt-In careers, FE and HE talks</p> <p>Y11 Careers Day</p> <p>Y12 Dream Placement</p>	<p>Y7-9 Futures Fridays</p> <p>Y7-10 Enterprise Club</p> <p>Y13 Inspira Apprenticeship Skills Builder Day</p> <p>Y10-13 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>Y13 Apprenticeship Mock Interviews with Local Employers</p> <p>Y11-13 Bar Mock Trial Regionals competition</p> <p>Y11-13 opt-in Inspira careers interviews</p> <p>Y7-11 Careers unit in PD lessons</p> <p>Y10-13 opt-in careers, FE and HE talks</p> <p>Y10 Business Christmas Fayre stall</p>	<p>Y7-9 Futures Fridays</p> <p>Y8 Step into the NHS competition</p> <p>Y10-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p>	<p>Y7-9 Futures Fridays</p> <p>Y10-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Year 9 Careers event</p>
March	April	May
<p>Y7-9 Futures Fridays</p> <p>Y8-9 Magistrates Mock Trial competition</p> <p>Y9 Options Evening</p> <p>Y10-13 opt-in Inspira careers interviews</p> <p>Y11-13 opt-in careers, FE and HE talks</p> <p>Y12 Visit to Edgehill University</p>	Examination Season	
	<p>Y7-9 Futures Fridays</p>	<p>Y7-9 Futures Fridays</p> <p>Y12 Work Experience Week</p> <p>Y12 &amp; 13 Product Design Cumbria Industry visit</p>
June	July	August
<p>Examination Season</p>	<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>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>Y10 Work Experience</p> <p>Y12 HE Days</p>		

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



## Useful Links

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

### 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.
- 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.