



CAREERS POLICY

Reviewed:

Adopted by Governors:

Reviewed and Ratified by Governors:

Next Review Date:

Careers Lead:

Jennifer Kincaid

Head Teacher:

Alex Thomas

Vision:

Our aim as a school is to provide an inclusive, effective and stable careers strategy which raises our students' aspirations throughout the entirety of their school career and beyond. This is important in order to ensure that students are able to be adaptable, dynamic, innovative, flexible, resilient, self-initiating and collaborative to accommodate and thrive in workplaces, or to create work for themselves. To achieve this, we strive to address the needs of each student by providing them with enriching career and educational related experiences and guidance, to ensure they are fully equipped with the knowledge they are entitled to, to enable them to make informed decisions about important life and school choices.

Kingsbury High School is a **Unicef Rights Respecting School** (see [what is a Rights Respecting School?](#)). The key aspects that link with our careers offer are:

Article 6: I have the right to life and to succeed to the best of my ability.

Article 28 & 29: I have the right to learn and go to school and be educated- with no cost. Education must develop me as a person together with my ability- so I become the best I can be.

Principles:

Kingsbury High School aims, through good quality, impartial careers education, to create a stronger, fairer society in which students from all backgrounds can realise their potential. Our careers system is accessible to all students and promotes social mobility. We will break down the barriers to progress and give students the skills they need to get on in life. Our careers strategy will support all year groups to go as far as their talents will take them and have a rewarding career. Everyone's career is vital and if we are to make continuous improvements as a 21st Century School, securing the excellence to which we aspire, we must:

- Respond to the needs of each learner
- Actively promote equality of opportunity and challenge stereotypes
- Help young people to progress
- Empower young people to plan and manage their own futures
- Provide comprehensive information and advice
- Raise aspirations
- Decreasing the number of students not staying in education or training or entering employment for at least 2 terms after year 11.
- Recognising the importance of providing young people with real-life contacts and experiences from the world of work.

Aims:

- To provide a framework for learners within which there is flexibility and scope for creativity.
- To provide coherence of approach and consistency of expectation.
- To make explicit the entitlement of all students. Updating the school website with latest information to support both parents and students
- To raise attainment by increasing levels of student motivation, participation and independence
- To ensure high quality teaching and learning experiences for students of all abilities and backgrounds.
- To promote reflection on, and sharing of how careers can transform and guide students' pathways.
- To clarify how systems, events and routines are linked to successful careers education.

This policy should be read in conjunction with the Curriculum, Teaching and Learning and Assessment Policies.

1. Procedures:

Careers education is developed in a wide variety of contexts within our school community. The classroom remains central to students' experiences of careers education at Kingsbury High School. So much of what follows is focused upon ensuring high quality practice within that environment. Careers education occurs in many other ways and as a learning institution, we are also committed to continuous improvement and development for all colleagues and stakeholders. Learning within the wider community is there for addressed specifically.

1.1 Careers Governance

Careers lead to report to SLT team termly and internal and external stakeholders as required.

1.2 Within the classroom:

Key structures, roles and practices contribute to the delivery of careers education. We will use the following to personalise our students' careers education as much as possible.

- Curriculum organisation and review
- Assessment policy and the use of data
- Differentiation strategies
- ICT policy and Google classrooms
- Learner voice
- Education support staff
- Positive behaviour and relationships will be fostered
- Assessing initiatives

1.3 Within the wider community:

- Connexions
- EXCEL day activities
- PSHE
- Engagement with parents
- Links to colleges and Universities
- Links to local and regional business community

1.4 Monitoring and evaluation

The Associate Assistant Headteacher responsible for Careers Education will oversee the strategic vision to ensure delivery of the strategy. In turn working closely with Heads of Subject and Pastoral Leaders, parents and external providers to ensure the above objectives are met.

The review of the strategy and policy will be conducted annually with the AAHT and SLT.

The School Improvement Plan identifies and reviews careers education priorities on an annual basis and the AAHT co-ordinates and monitors the impact of these key priorities through the coordination and evaluation of student questionnaires, department reviews, learning walks, online participation data.

2 Key Elements to a successful Careers education:

The implementation will be achieved through a team approach, according to the activity and year group (see detail against each activity). All staff have a responsibility to involve careers within their teaching, to work towards raising the aspirations of students developing understanding of the range of opportunities and knowledge. They have received training in the form of CPD linked to careers in the curriculum. The careers lead will work closely with external providers such as Colleges, Training Providers, Providers of educational services as well as Careers Providers, Connexions etc. Delivery will be via workshops, whole class discussions, the PSHE program, EXCEL days, Kingsbury Commitment, Kingsbury Guarantee and external and internal events such as Careers Days.

Where possible, learning will be assessed and accredited. Impact of the learning will be measured via pre and post evaluations. The funding for activities will be via school funds such as Pupil Premium funding, additional funding as required, e.g. from providers such as Universities [which might fund coaches etc.]

3. Student Entitlement & Learning:

Please refer to page 6 onwards for further details.

Year 7- An Introduction to Careers: Skills

Critical thinking, adaptability, communication skills, cultural understanding, initiative and drive.

Year 8- Career Discovery

Self-assessment, career test, research occupations that appeal, determine if you need to make changes to your curriculum learning, perform informational interviews and learn from experience of meeting professionals.

Year 9- Choosing the right options for me

Option choices, self- reflection/assessment, how option paths lead to different careers, careers market (STEM) perform informational interviews and learn from experience of meeting professionals, interview/presentation techniques.

Year 10-Planning for post 16

Self-assessment, career test, post 16 options and the careers they could lead to, understanding of academic requirements & personal growth at this stage. Careers linked to their curriculum.

Year 11- Post 16 and beyond

To apply for employment, educational pathways, super curricular and extra-curricular, informational interviews. Careers linked to their curriculum.

Year 12- UCAS: Apprenticeships, University & Employment

Write a personal statement, exploration of a range of careers, universities and apprenticeships, self-reflection, learn from visits to careers fairs, university visits. Careers linked to their curriculum.

Year 13-World of work

UCAS application. Exploration of a range of careers, universities and apprenticeships, self-reflection, learn from visits to careers fairs, university visits and professional speakers. Careers linked to their curriculum.

4. Staff Development

Staff training needs are identified in conjunction with the AAHT for training, and with a continual awareness of local and national careers agendas. The school will endeavour to meet training needs within a reasonable period of time. Kingsbury High School will have a structured staff development programme.

5. Resource's

The AAHT is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient. The careers provision at the school includes a Careers Lead, financial funding for Connexions, Careers Budget allocation and Workspace for Careers related matters.

5.1 Careers time provision

Students will receive a minimum of one Connexions interview between year 10 and 11. Vulnerable students and potential NEET students will receive a differentiated programme and will receive more interviews as is required. SEND students will receive one Connexions interview or more during their annual review meeting. Sixth Form students receive Connexions interviews when referred by Sixth Form staff or if they wish to make one for impartial advice.

5.2 Connexions Office

The Connexions Office will be private and quiet for interviews and will have a prominent space in the school that is easy to access and is well signed and visible.

6. Evaluation of Programme and delivery

The careers programme will be reviewed on a termly basis September/January/June, using the Gatsby Benchmarks. Service level agreements will be drawn up with key providers such as Connexions to agree involvement, evaluation and impact of provision.

The effectiveness and impact of this strategy and the career provision action plan will be based on the following evaluation methods

- Compass tool assessment. Improvement against the Gatsby benchmarks. To be re-evaluated every year.
- Termly feedback via Student Voice
- Activity evaluation forms. To record initial reactions of students, teachers and employers of each activity
- Impact assessment built into the tutorial programme to show learning from the tutorial programme in relation to careers
- Parent surveys to be completed during Parent evening
- Regular review with SLT

7. Partnerships

Kingsbury High School currently uses the service of Connexions with a 30 days Careers advisor package to help fulfil our obligation to provide impartial advice to our students. This contract is renewed annually by the finance team and careers leader. The school currently works very closely with the London Enterprise Advisory Network and is working to maintain a strong relationship with the designated Enterprise Co-ordinator and ensure we are engaged in the career's workshops provided to us.

Kingsbury High School is committed to forging and maintaining positive links with employers and business owners, Higher Education and Post 16 providers. BTEC Business and Sixth Form links to apprenticeships.

8. Engaging the Parents/Carers

Parents/Carers are encouraged to get involved in the progress of their children through

- Yearly Information Evenings aimed at key decisions points e.g. GCSE Options, Post-16 Options,
- Access to school website with supporting information and resources
- Yearly parent's consultation evenings
- Parents support as a resource in our community

9. Acronyms

GBM- Gatsby Bench Marks

SEND-Special Educational Needs

HAPs- Higher Ability Students

G&T- Gifted and Talented

SLT- Senior Leadership Team

AAHT-Associate Assistant Head Teacher

PSHE-Personal, Social, Health, Education

CPD-Continuous Professional Development

NEET- Not in Education, Employment or Training



Year 6: The Right School for You

Year 6 Open Evening Connexions/ career/ pathways information

The right school for you

Year 6 link work

Displays in subject areas

Year7: Introduction to careers: Skills

Kingsbury Commitment

Assembly- Connexions

Unifrog- Career programme

Professional presenting

PSHE- Developing skills and aspirations

EXCEL day- Your life you choose

Lessons-careers week

Relevant opportunities x3

Year 8: Career discovery

Kingsbury Guarantee

Assembly- Connexions

Unifrog- Career programme

Professional presenting

PSHE-Community and careers

EXCEL days- Team building

Lessons-career week

Relevant opportunities x3

Year 9: Choosing the right options for me

Kingsbury Guarantee

Assembly- Connexions

Unifrog programme

Professional presenting

PSHE- goals and options.

PSHE- employability

EXCEL day 2- Careers day

EXCEL day 3- Leadership

Lessons- careers week

Year 10: Planning for Post 16

Connexion interviews

Assembly- Connexions

Unifrog programme

Professional presenting

PSHE- Preparation for work

PSHE- Financial decision making.

EXCEL day 3 & 4- Careers

EXCEL day 5- University trip

Lessons- career week

Relevant opportunities x3

Year 11: Post 16 & beyond

Connexions interviews

Assemblies from 6th form x2

Unifrog programme

Post 16 options & next steps

Open day KHS & more

PSHE- Application processes

EXCEL day 2- Sixth Form Interviews

EXCEL 3- Leadership work

Lessons- careers week

Yr 11 post 16 interviews

Year 12- UCAS

Connexion Interviews

Pathways CTM

Induction day- insight day

Unifrog programme

EXCEL 3: Employability day

EXCEL 4: University Visits

EXCEL 5: Team building

UCAS applications/lessons

Skills London Visit

Apprenticeship support

Year 13: World of work

Connexion Interviews

Pathways CTM

Induction day- insight day

Unifrog programme

EXCEL 3: Employability day

EXCEL 4: University Visits

EXCEL 5: Team building

UCAS applications/lessons

Skills London Visit

Apprenticeship support

Your Future

Present in assemblies

Professional presenting to groups.

Join KHS Alumni

Create videos to share with KHS.

YEAR 6- The right school for you

- **Year 6 Open Evening-** careers stand and information, leaflet outlining careers at KHS
- **Year 6 link work-** Chris Gibson
- **Displays-** around school and during the open evening
- **Year 9 speakers**
- **Relevant careers opportunities-** up to date opportunities that arise through the academic year (online events, visits, visiting speaker, competitions)

YEAR 7- An introduction to careers: skills

- **Kingsbury Commitment-** Completed by students in year 7 at home, in school and in the wider community. Students must research careers, career opportunities, identify their strengths and areas for development linked to career skills. (GBM 1,2,3)
- **Assembly-** Awareness of career skills and opportunity. (GBM 2, 3)
- **START programme-** independent and impartial careers platform for research and education. Login details sent to students and parents. (GBM3)
- **Professional presenting** links to parents and business community (GBM 5)
- **PSHE-** Developing skills and enterprise, team work (GBM 6)
- **EXCEL day-** You choose (GBM 2)
- **Careers week-** introduction of subject led careers- videos and discussions- faculty plan. (GBM 4, 2, 5)
- **Lessons-** raising awareness of careers skills, jobs through discussion/ videos (GBM 4, 2)
- **Display-** designated careers display, info to read and visual and opportunities.
- **Lower school weekly bulletin-** opportunities and interviews
- **Relevant careers opportunities-** up to date opportunities that arise through the academic year (online events, visits, visiting speaker, competitions)

YEAR 8- Discovering Careers and Opportunities

- **Kingsbury Guarantee-** Completed by students in year 9 at home, in school and in the wider community. Students must research careers, career opportunities, identify their strengths and areas for development linked to career skills.(GBM 1,2,3)
- **Assembly-** Connexions- Discovering Careers and Opportunities. (GBM 5, 2)
- **START programme-** independent and impartial careers platform for research and education. Login details sent to students and parents. (GBM 3)
- **Profesional presenting** links to parents and business community (GBM 5)
- **PSHE-** Community and Careers- equality of opportunity in careers and life choices. Different types of work (GBM 2)
- **EXCEL day 2.** Team building
- **Careers week-** introduction of subject led careers- videos and discussions- Faculty plan. (GBM 4, 2)
- **Lessons-** raising awareness of careers skills, jobs through discussion/ videos(GBM 4,2)
- **Display-** designated careers display, info to read and visual and opportunities.
- **Lower school weekly bulletin-** opportunities and interviews
- **Relevant careers opportunities-** up to date opportunities that arise through the academic year (online events, visits, visiting speaker, competitions)

YEAR 9- Choosing the right options for me

- **Kingsbury Guarantee-** Completed by students in year 9 at home, in school and in the wider community. Students must research careers, career opportunities, identify their strengths and areas for development linked to career skills.(GBM 1,2,3)
- **Assembly-** Connexions 'Choosing the right options for me'. (GBM 5, 2)
- **START programme-** independent and impartial careers platform for research and education. Login details sent to students and parents. (GBM 3)
- **Profesional presenting** links to parents and business community (GBM 5)
- **PSHE-** Setting goals. Learning strengths, career options and goal setting as part of the Options process (GBM 2)
- **EXCEL day 2:** Careers day (GBM2,3,6,7)
- **EXCEL Day 3,4,5:** Developing Leadsrhip skills.
- **Careers week-** introduction of subject led careers- videos and discussions- Faculty plan. (GBM 4, 2)
- **Lessons-** raising awareness of careers skills, jobs through discussion/ videos (GBM 4, 2)
- **Options booklett** (GBM 2)
- **Display-** designated careers display, info to read and visual and opportunities.
- **Lower school weekly bulletin-** oppertunities and interviews
- **Relevant careers opportunities-** up to date opportunities that arise through the academic year (online events, visits, visiting speaker, competitions)

YEAR 10- Planning for Post 16

- **Connections Interviews-** Timely interviews with identified students. Students with SEN receive their Connexions interviews prior to annual review. School refusers will receive a home visit from Connexions. (GBM 2, 3, 8,)
- **NEET** students identified for early intervention- numbers are reported termly(GB3)
- **Assembly-** Connexions 'Post 16 and beyond'. (GBM 2)
- **Unifrog-** independent and impartial careers platform for research and education. 'About me, my activities, my likes' (GBM3)
- **Professional presenting** links to parents and business community (GBM 5)
- **PSHE:** Financial decision making, impact of financial decision making.
- **PSHE-** Work experience. Preparation for and evaluation of work experience and readiness for work. (GBM6)
- **EXCEL Day 3,4,5:** Careers day, work experience and university visits.(GBM2,3,6,7)
- **Careers week-** introduction of subject led careers- videos and discussions- Faculty plan. (GBM 4, 2)
- **Lessons-** raising awareness of careers skills, jobs through discussion/ videos(GBM 4, 2)
- **Display-** designated careers display, info to read and visual and opportunities.
- **Relevant careers opportunities-** up to date opportunities that arise through the academic year (online events, visits, visiting speaker, competitions)

YEAR 11- Post 16 & beyond

- **Connections Interviews-** Timely interviews with all students, some receiving multiple interviews. Support given to Students with SEN receive their Connexions interviews prior to annual review. School refusers will receive a home visit from Connexions. (GBM 2, 3, 8)
- **NEET** students identified for early intervention- numbers are reported termly (3)
- **Intended Destinations published** (GBM 3)
- **Assembly-** Connexions 'Planning for your future' & 2 KHS Sixth Form. (GBM2)
- **Unifrog programme-** independent and impartial careers platform for research and education. (GBM 3,4)
- **Professional presenting** links to parents and business community (GBM 5)
- **PSHE:** Next steps. Application processes and skills for further education, employment and careers. (GBM2)
- **EXCEL Day 2 Sixth Form intrviews:** Careers day, work experience and university visits. (GBM2,6)
- **EXCEL day 3, 4, 5:** Leadership work.
- **Careers week-** introduction of subject led careers- videos and discussions- Faculty plan. (GBM 4, 2)
- **Lessons-** raising awareness of careers skills, jobs through discussion/ videos (GBM 4, 2)
- **Display-** designated careers display, info to read and visual and opportunities.
- **Relevant careers opportunities-** up to date opportunities that arise through the academic year (online events, visits, visiting speaker, competitions)

YEAR 12: UCAS: University, Apprenticeships & Employment

- **Pathway CTM-** helps you prepare for whichever route you take, through our online Pre-Employment Programme, workshops and webinars, employer and partner events, as well as news around current opportunities from work experience to Degree-level Apprenticeships. (GBM2, 3)
- **Unifrog-** Platform to record experiences and complete UCAS reports. (GBM2)
- **Induction day-** login to Pathways CTM
- **Skills London-** EXCEL Arena- careers. Target NEET students and encourage all year 12. Oct/Nov. (GBM 2,3,4,5)
- **Apprenticeship support-** timely support for students considering apprenticeships and degrees. (GBM 3,5,7)
- **Higher education evening-** parents and students invited to meet universities and specialists' speakers regarding degrees and apprenticeships- held at Kingsbury High School. (GBM 3, 7)
- **Employability Day-** External company Montium deliver employability skills- CV workshops, team building, mock interviews. Students speak to Alumni.(GBM 3, 5, 7)
- **Assessment Centre experience-** half day experience preparing for university and apprenticeships. (GBM 7, 8)
- **Two UCAS days-** one day visit to Universities, one day investigating and researching universities on Pathways TMC. (GBM 3, 7)
- **BTEC work experience-** delivered by individual departments. (GBM 4, 5, 6)
- **Medic, dentist, vet mentoring and support** (GBM 3, 4, 5, 6, 8)
- **Oxford & Cambridge support and mentoring** (GBM 3, 8)

YEAR 13- World of Work

- **Pathway CTM-** helps you prepare for whichever route you take, through our online Pre-Employment Programme, workshops and webinars, employer and partner events, as well as news around current opportunities from work experience to Degree-level Apprenticeships. (GBM 2,3)
- **Unifrog-** Platform to record experiences and complete UCAS reports. (GBM2)
- **Skills London-** EXCEL Arena- careers. Target NEET students and encourage all year 12. Oct/Nov. (GBM 2,3,4,5)
- **Apprenticeship support-** timely support for students considering apprenticeships and degrees. (GBM 3,5,7)
- **Higher education evening-** parents and students invited to meet universities and specialists' speakers regarding degrees and apprenticeships- held at Kingsbury High School. (GBM 2)
- **Employability Day-** External company Montium deliver employability skills- CV workshops, team building, mock interviews. Students speak to Alumni. (GBM 3, 5, 7)
- **Assessment Centre experience-** half day experience preparing for university and apprenticeships. (GBM 7, 8)
- **Two UCAS days-** one day visit to Universities, one day investigating and researching universities on Pathways TMC. (GBM 7, 8)
- **BTEC work experience-** delivered by individual departments. (GBM 4, 5, 6)
- **Medic, dentist, vet mentoring and support** (GBM 3, 4, 5, 6, 8)
- **Oxford and Cambridge support and mentoring** (GBM 3, 8)



Medic, Dentist, Vet Careers

- Students identified in year 11- Science department
- Students grouped in year 12 to have Science specialist form tutor
- Students invited to relevant organised seminars and events
- Discussion, coaching and mentoring in form time
- One to one and group support with applications to university courses
- Support and training on University entry exams- UCAT and BMAT-
<https://www.ucat.ac.uk/>
<https://www.admissionstesting.org/for-test-takers/bmat/>
- Pupils to attend the UCAT course for practice and preparation.
- Emailed and spoken to about individual opportunities, events and training
- Medic, dentist, vet lead seeks out and applies for bursaries.
- Kingsbury High School Alumni present to and meet with students to share experiences and answer questions.
- Funding secured for Medic Mentor
- Work Experience/ Virtual Work experience applications for- Queen Elizabeth Hospital in Birmingham.
- Imperial Health Trust work experience
- Medical Society- work in progress- Medic Mentors Award programme

Oxford & Cambridge: David Moffat

- Oxbridge lead will identify students based upon GCSE results, subjects selected for A' Level and student/parent interest.
- Meetings to 'de-mystify' the application process, make it achievable and accessible.
- Cambridge Out Reach Programme- free visit to Cambridge University and stay overnight. Meet students from Cambridge and receive one to one support on personal statements.
- Oxford University Visit.
- Focus on Super Curricular- opportunities identified and encouraged regularly.
- Application process- one to one support from Oxbridge lead including personal statement, mock admissions test, timed past papers, mock interviews.
- School references.
- KHS Alumni professional speakers.
- Use of and access to www.myhe+ Cambridge super curricular lessons eg Law, Economics.
- Year 11- lecture at Harrow School about Oxford and Cambridge university.
- Lower school assemblies, Careers Day and Option Fair.#