



# **STANBOROUGH SCHOOL**

## **CAREERS**

## **STRATEGY**

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## **CAREERS STRATEGY**

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## **Purpose and aims**

Careers advice and guidance at Stanborough School is changing as we strive to deliver a more streamlined, accessible and relevant service to our students, and ensure that parents and carers are fully involved in this process as well.

Raising Aspirations (CEIAG) is the umbrella for all careers-related activity in school, including careers advice and guidance; work-related learning; enterprise; STEM (Science, Technology, Engineering and Mathematics) careers knowledge; applications to college, university and apprenticeships; with access to business mentoring and work experience.

Stanborough School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

Stanborough School has already established a range of effective careers guidance activities which we hope will support our students to achieve positive destinations such as A Levels, Higher and Further Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Stanborough School's key approaches, internally and externally, to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for, and informed effectively about, their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Educations' new careers strategy. These partnerships will include working alongside The Careers and Enterprise Company (CEC), Hertfordshire County Council (HCC), Further Education (FE) and Higher Education (HE) providers as well as the National Apprenticeships Service (NAS).

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that Stanborough School will meet the requirement to meet the eight "Gatsby Benchmarks", set out within the Department for Educations' careers strategy by August 2020.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place across years 7 through to year 13 as part of the mandatory requirements set by Department for Education and contained within the Gatsby Benchmarks.

## Background Information

### The Careers and Enterprise Company



The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England.

The Careers and Enterprise Company had an initial remit to improve employer engagement, through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).

### The Careers Strategy



#### **Careers strategy: making the most of everyone's skills and talents**

December 2017

practice and guidance for education establishments in order for them to deliver high quality careers guidance to young people across England. These benchmarks have also formally been adopted by OFSTED and will now form part of their school inspection process.

In December 2017 the government's Department for Education launched the latest version of their "Careers Strategy". This new strategy places the Careers and Enterprise Company at the heart of driving forward careers provision for young people. Their enhanced role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the entire country.

This new strategy adopted the Gatsby Benchmarks, which were originally developed by the Gatsby Foundation in 2014 by the Gatsby Charitable Foundation. These benchmarks were based on international research and helped identify best

# **The Eight Gatsby Benchmarks of Good Career Guidance**

- 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) Experience of workplaces**
- 7) Encounters with further higher education**
- 8) Personal guidance**

## **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy Stanborough School is required to have a designated member of our Senior Leadership Team named as our school's Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2020.

The Strategic Careers Lead will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

## **Our Careers Team**

Contact details for our careers team and our provider access statement can be found on the school website. A school governor has named responsibility for CEIAG and meets regularly with the team.

Our careers lead is Julie Adams who can be contacted on [jadams@stanborough.herts.sch.uk](mailto:jadams@stanborough.herts.sch.uk)

## **Our Enterprise Adviser**

As per the government Careers Strategy, Stanborough School are delighted to have been assigned our own designated enterprise adviser. Our Enterprise Advisors are based at local company PayPoint in Welwyn Garden City.

Their role will be supporting our careers team to assist us to facilitate careers related activity which will help us fully achieve the Gatsby Benchmarks.

## **Meeting the Gatsby Benchmarks: Our Objectives**

### **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.
- To enable students to have an understanding of the full range of opportunities available to them and the skills that are valued within the workplace.
- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leadership Team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and, where appropriate, parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Tracker tools.

### **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools (such as Unifrog) and packages across all year groups. Working with our own careers team, key partners, stakeholders, Hertfordshire LEP, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff, students and parents are informed in their decisions and the advice being given. Work with the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to students/teachers/parents and to support them to access and understand this information.
- To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities through the use of the LMI tool on the school website.
- ADD SOME MORE!!

### **3. Addressing the Needs of the Pupil**

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To maintain the regular use of Twitter to publicise careers opportunities.

- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps.
- Ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the students own aspirations, abilities and needs.

#### **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school.
- To ensure that careers related activity are built in throughout the school year and not just towards the end of any given topic / subject being delivered.

#### **5. Encounters with Employers and Employees**

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- Develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- Create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage students and parents to attend careers events, such as the annual employment and apprenticeship fairs.
- Our links with Paypoint allow us to offer work experience to certain students in year 10.

## **6. Experiences of the Workplace**

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Hertfordshire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

## **7. Encounters with Further and Higher Education**

- Ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- Ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships.
- Ensure all / overwhelming majority of students have experienced meaningful encounters with universities.

## **8. Personal Guidance**

- Ensure all / overwhelming majority of students have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of students has had at least TWO interviews with a professional careers adviser by the end of year 13.
- Ensure that all advice and guidance is personalised and appropriate for different groups of students.

### **Promotion of Careers related activities**

Stanborough School will encourage the promotion of ALL careers related activity which takes place within the school through regular contact with home and will share this activity through our school Twitter account.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company and demonstrate that the activity taking place within our school meets the requirements set out within the Department of Education's Careers strategy.

# **Current careers provision at Stanborough School**

## **Teaching staff contribute to the delivery of careers guidance through:**

- Delivering structured careers lessons and activities
- Supporting enterprise activities
- Organising employer visits during classroom lessons
- Organising and supporting work experience sessions

## **Local Employers contribute to the delivery of careers guidance through:**

- Providing work experience opportunities
- Contributing to assemblies and careers lessons
- Providing to “Employer Encounters” for students
- Contributing to careers and transition events

## **Parents contribute to the delivery of careers guidance through:**

- Supporting student engagement by arranging work experience
- Sharing employment related links

## **Students contribute to the delivery of careers guidance through:**

- The sharing of information
- Supporting the school through participation in its alumni organisation

## **Destination information**

Our careers department record where the students transition to on leaving Stanborough School and also keep the Local Authority informed of these destinations. Depending on the home address of the students some of the destinations include the local colleges within the county. There are also some students who prefer to move on to a training provider through an apprenticeship and we support this through our yearly visit to the National Apprenticeship Show. The careers department will work closely with YC Hertfordshire when appropriate. The careers department contact all leavers and their families in the Autumn Term to check they have settled into the new placement and will continue to support in the early days of transition.

## **Useful links / Resources**

The Careers Enterprise Company	<a href="https://www.careersandenterprise.co.uk/">https://www.careersandenterprise.co.uk/</a>
Gatsby Foundation	<a href="http://www.gatsby.org.uk/education/focus-areas/good-careerguidance">http://www.gatsby.org.uk/education/focus-areas/good-careerguidance</a>
Department of Education Careers Strategy	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers%20guidance%20and%20access%20for%20education%20and%20training%20providers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers%20guidance%20and%20access%20for%20education%20and%20training%20providers.pdf</a>
Government Careers Strategy December 2017	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers%20strategy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers%20strategy.pdf</a>
National Careers Service	<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>
UCAS (Universities and Colleges Admissions Service)	<a href="https://www.ucas.com/">https://www.ucas.com/</a>
Hertfordshire Local Enterprise Partnership	<a href="http://www.wlep.co.uk/">http://www.wlep.co.uk/</a>
YC Hertfordshire	<a href="https://www.ychertfordshire.org/">https://www.ychertfordshire.org/</a>
University of Hertfordshire	<a href="https://www.herts.ac.uk/">https://www.herts.ac.uk/</a>
Unifrog	<a href="https://www.unifrog.org/">https://www.unifrog.org/</a>

**Appendix 1: Timetable of planned careers related activity**

Autumn Term 2019			
Year group	Activity description	Benchmark covered	Completion date
7	Careers Lesson 1 – What are your skills?	3	
8	Careers Lesson 1 – Identifying interests	3	
9	Careers Lesson 1 - Subject library treasure hunt	3, 4	
10	Careers Lesson 1 – Skills development	3	
11	Post 16 Information Evening Taster Lessons Subject Assemblies Pathways marketplace YC Hertfordshire interviews	3, 8	
12	Ongoing Unifrog sessions based around pathways	3, 8	
13	Ongoing Unifrog sessions based around pathways Support for UCAS applications YC Hertfordshire interviews	3, 8	
All	Employer talks (various)	2, 3, 5	

Spring Term 2020			
Year group	Activity description	Benchmark covered	Completion date
7	Careers Lesson 2 – What's your dream job? NCW Assembly	3	
8	Careers Lesson 2 – GCSE's – choices, choices, choices NCW Assembly Post 14 Pathways Evening Post 14 Pathways Interviews	3, 4, 8	
9	Careers Lesson 2 – Goal setting NCW Assembly Enterprise Day	3, 5	
10	Careers lesson 2 – University vs apprenticeships National Apprenticeships Show NCW Assembly Apprenticeship Assembly Get Work Ready Day	3, 4, 8,	
11	NCW Assembly Post 16 Pathways Interviews YC Hertfordshire interviews Mock interviews and assessment centres with Paypoint	3, 4, 8	
12	Visit to UCAS HE Convention	5, 7, 8	

	National Apprenticeships Show NCW Assembly - Apprenticeship Assembly		
13	Ongoing university applicants days NCW Assembly - Apprenticeship Assembly	7, 8	
All	Employer talks (various)	2, 3, 5	

Summer Term 2020			
Year group	Activity description	Benchmark covered	Completion date
7	Careers Lesson 3 – Recording activities	3	
8	Careers Lesson 3 – Recording activities Take your child to work day	3, 5, 6	
9	Careers Lesson 3 – CV writing	3	
10	Careers Lesson 3 – Careers library YC Hertfordshire Group Interviews	3, 8	
11	6 <sup>th</sup> Form Induction Unifrog – Post 16 Destinations	3, 8	
12	Work experience week Post 18 Pathways Conference	3, 5, 6, 7, 8	
13	Unifrog – Post 18 Destinations	8	
All	Employer talks (various)	2,3, 5	

**Appendix 2: Action Plan 2019 to 2020**

What are our key actions?	Who is responsible	Completion date	RAG Status
Create a whole school Careers Strategy which is to be published on the school website and has gained approval from the schools Senior Leadership Team and the Board of Governors	ZA	November 2019	
Raise awareness of the Careers Strategy with key staff within the school to enable them to contribute towards the need to link careers to the curriculum within school.	ZA/JA	December 2019	
Inform parents of the creation of the schools new careers strategy and inform them of its location on the school website	ZA	December 2019	
Organisation of visiting speakers programme	ZA/JA	July 2020	
Build links with local employers, especially Paypoint and Mace in order to offer further support to our students	ZA/JA	July 2020	
Tracking of different groups of students (through Unifrog) – SEND, DA, first generation university – to ensure that they are given appropriate RA opportunities	ZA/JA	July 2020	