

## **Our Careers Programme**

Our Careers programme runs from Year 7 to 13 and prepares students for life after they leave the school. It is aligned with the eight Gatsby Benchmarks, which have been recognised by the government as outlining the requirements of an excellent careers programme.

Through the programme, students have many encounters with employers and learn about the different careers and the various routes into them. It helps students find the careers that best suit them and prepares them to follow their desired path.

Students at Gordon's learn about the different work sectors and are taught to challenge the various stereotypes and discrimination that exist in the world of work; how to take responsibility for their own careers by planning for the future; how to create an effective CV and useful skills such as developing a professional and successful interview technique. The programme supports students through each of the transitions they face such as choosing Year 9 options and deciding what to do after Year 11 and Year 13.

Teachers are responsible for promoting their subjects and the relevance of the curriculum by adding real-life context to lessons and linking subjects to careers and the real world. Cross-curricular skills are also developed enabling students to become life-long learners.

### **Our Careers programme comprises of the following:**

- Students receive individual, impartial advice from our careers advisor. Those needing extra support are given regular individual and impartial advice from Form Tutors, Careers Lead or Heads of Year. Impartial and independent advice is given to students in accordance with the Statutory Guidance for Schools (January 2018) and Guidance for Colleges and Sixth Forms (February 2018). It is organised and delivered in accordance with the Gatsby benchmarks and Compass tool. All students have a one to one meeting in Year 11 and Sixth Form students needing an extra meeting are seen again. Those joining Gordon's for Sixth Form have a dedicated careers session. However, students in any year can be referred for a Careers meeting and the Careers Department holds a Drop-In session Thursday Period 7 every week.
- The Careers Lead is also present at parents' evenings for Years 9-13.
- All students have two careers lessons in each subject that they study, which will be specific to the various careers linked with those subjects. One lesson is held in Year 9 to help with choosing their GCSE options and the other in Year 12 for their post-Year 13 choices.
- All students in our Sixth Form set up accounts with Unifrog and use this online resource to complete and track many tasks such as recording skills and experiences, searching for degrees, writing a personal statement, completing UCAS applications, searching and applying for apprenticeships etc.
- Students have encounters each year with employers through talks from guest speakers.
- An Annual Careers Fair for Years 7 to Sixth Form gives students the opportunity to talk to employers and listen to guest speakers from a variety of industries and professions.

- The Careers Department is also supported by an Enterprise Advisor from the Careers and Enterprise Company. The advisor links future employment through classroom learning with the world of work and brings a business voice into the school, advising on employer expectations.

### **Careers Information:**

Career information is available through the careers office, in the main school library, through relevant department displays and form tutors or through Sixth Form/year group assemblies. The careers office holds a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities. Online resources include the National Careers Service website and a range of reliable websites collated by the Careers Lead. Students and Parents can also access Careers Pick of the month, an online resource collating current trends, advice and information on careers, apprenticeships and work placements.

### **Assessing the Programme**

Our careers programme is evaluated every year. We review what is working well and identify areas for further development to improve our practice and strengthen the programme.

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students. The careers programme is evaluated in a number of ways, including:

- student feedback on their experience of the careers programme and what they gained from it
- staff feedback on careers lessons, careers activities, careers fair etc
- gathering informal feedback from external partners and from parents
- quality assurance of careers lessons as part of the tutor time programme
- student destination figures post-16 and post-18.

This is an outline of our careers programme. Please note that this may be subject to change, as opportunities come up, for example. Note also, that not all events are available for all students (some companies or providers stipulate small groups or minimum age requirements, for example).