

Careers Programme

There has never been a time when careers guidance has been as important for young people as it is today. Covid 19 had presented huge challenges to young people. In addition to this, the landscape of education, training, and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study. Students need help to make choices and manage transitions; to do this effectively they need good quality careers education, information, advice, and guidance.

Our aim at Rooks Heath School is for all students to achieve their personal best. In careers education, this translates as every student making the right choices for progression. We will support students in making well-informed decisions by providing access to differentiated impartial and independent information and guidance about the range of options (including academic, vocational, and apprenticeships) that are most likely to help them to achieve their ambitions. Careers education does not just mean informing students about their options post 16 but also how their school career will affect their futures.

By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.

The Rooks Heath careers provision is based on the CDI Framework for Careers, Employability and Enterprise Education 7-19 (2018). A formal Careers Programme is in place indicating the importance of employability, careers & enterprise education as part of overall policy. The careers programme is a key strand in the Rooks Heath School Improvement Plan.

The content of the school careers programme at Rooks Heath School is in line with the: -

1) Government Careers Strategy, published in December 2017, and the statutory guidance for school leaders and school staff, published in January 2018, which set out the plan for building a high-quality careers education information advice and guidance. (CEIAG).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

2) The Gatsby Benchmarks <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The careers programme at Rooks Heath consists of the following 4 elements: -

- 1) **Careers Education:** Planned programmes in the curriculum giving students knowledge and skills to help them plan / manage their own career.
- 2) **Careers Information:** including options, skills, occupations, Labour Market Information (LMI), pathways progression routes.
- 3) **Work Related Learning:** Experiences within and outside the curriculum to help students learn about economic well-being, careers, and enterprise.
- 4) **Careers Advice and Guidance:** Independent and impartial careers advice and guidance provided by a Level 6 qualified careers advisor.

The careers programme is based around the following areas: -

- 1) **Self Development** – Developing through careers, employability, and enterprise education. *Students understand themselves and the influences on them.*
- 2) **Careers Exploration** – Learning about careers and the world of work.
Students investigate opportunities in learning and work.
- 3) **Career Management.** Developing your career management and employability skills.
Students make and adjust plans to manage transition.

The aims of the Rooks Heath Careers Programme are to: -

- Provide good quality, independent and impartial careers advice to students which inspires them and motivates them to fulfil their potential.
- Provide advice and guidance which is in the best interests of the student.
- Contribute to raising achievement, encouraging students to develop high aspirations and consider a broad and ambitious range of careers.
- Provide opportunities to work in partnership with employers, training providers, local colleges, and others to provide opportunities to inspire students through real life contact with the world of work.
- Develop enterprise and employability skills including skills for self-employment.
- Support inclusion, challenge stereotypes and promote equality of opportunity.
- Encourage students to see career development as a life-long process.
- Support students at key transition points.

Student Entitlements: -

Year 7

- Students to develop self-knowledge and self-awareness so that they can better understand themselves. (Gatsby 1,3)
- Students to appraise their personal qualities and skills as well as their values and attitudes. To develop confidence and have high expectations of themselves. (Gatsby 1,3)
- Students are introduced to the On-TRACK attributes as life skills. They are encouraged to develop their skills, to sustain positive attitudes to learning and to raise aspirations. Life skills are linked to careers. (Gatsby 1,4,5,6)
- Students have the opportunity to experience careers on a practical and fun level with a visit to KidZania. (Gatsby 1,3,5,6)
- Students are introduced to STEM (Science Technology Engineering and Maths) careers and pathways where further study of STEM subjects can take you. (Gatsby 1,3,4,5,6,7)
- Students are introduced to the careers library and resources and how to use them including Unifrog. (Gatsby 1,2)
- Students have opportunities to engage with a range of local and national employers and businesses, FE, HE (Higher Education) and training and apprenticeship providers. (Gatsby 1,3,5,6,7)
- Students have access to relevant virtual careers opportunities via Microsoft TEAMS. (Gatsby 1,2)
- Students have access to independent and impartial adviser through drop-in sessions or through referral. (Gatsby 1,3,8)

Year 8

- Students build on personal strengths and link specific skills to specific careers enabling informed decisions at transition stages. Link with On TRACK is developed. (Gatsby 1,3)
- Students are encouraged to think about what they might like to achieve after school, how to make plans and action these plans. (Gatsby 1,2,3)
- Students are introduced to LMI and how they can use LMI, understand unbiased information on current LMI trends. (Gatsby 1,5)
- Students begin to think about GCSE options in terms of careers pathways and plan their future careers to help prepare them for choosing their GCSE bridging options. (Gatsby 1,2)
- Students and parent/ carers are encouraged to explore Options at KS4 and 16+ pathways and to make informed GCSE bridging choices. (Gatsby 1,2)
- Students have opportunities to engage with a range of local and national employers and businesses, FE, HE and training and apprenticeship providers. (Gatsby 1,3,5,6)
- Students have access to relevant virtual careers opportunities via Microsoft TEAMS. (Gatsby 1,2)
- Students have access to independent and impartial adviser through drop-in sessions or referral. (Gatsby 1,3,8)

Year 9

- Students reassess personal strengths with a focus on transferable and employability skills. (Gatsby 1,3)

- Students learn how to improve their employability skills, expectations of employers, how to find work, what is important in a career, building a career journey, how to progress careers. (Gatsby 1,2,4,5,6)
- Students learn types of employability e.g., self-employment. (Gatsby 1,5)
- Students are encouraged to investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness. (1,2,4,5,6)
- Students are encouraged to access LMI independently. (Gatsby 1,5)
- Students and parent/carers are encouraged to explore study Pathways at 14, 16, 18, other qualification routes to make informed decisions for GCSE options. (Gatsby 1,2)
- Students have opportunities to engage with a range of local and national employers and businesses, FE, HE and training and apprenticeship providers. (Gatsby 1,3,5,6,7)
- Students have access to relevant virtual careers opportunities via Microsoft TEAMS. (Gatsby 1,2)
- Students have access to independent and impartial adviser through drop-in sessions or referral. (Gatsby 1,3,8)

Year 10

- Students explore their Personal brand, Who am I? (1,3)
- Economic awareness is developed further, and students are encouraged to think about employability, which careers appeal to them and set themselves realistic future goals. (1,2,4,5,6)
- Students are supported in developing Personal careers action plans, career journey. (1,3)
- Students explore post 16 pathways. (Gatsby 1,2,3,7)
- Students are supported with CV and Cover Letter Writing. (1,4,5,6)
- Students explore finding Part time/ Summer job / Virtual work experience opportunities. (1,5)
- Students have the opportunity to experience skills needed in the Army through Army day. (1,2,3,4,5,6)
- Students have opportunities to engage with a range of local and national employers and businesses, FE, HE and training and apprenticeship providers. (Gatsby 1,3,5,6,7)
- Students have access to relevant virtual careers opportunities via Microsoft TEAMS. (Gatsby 1,2)
- Students have access to independent and impartial adviser through drop-in sessions or referral. (Gatsby 1,3,8)

Year 11

- Students are supported with post 16 choices and encouraged to consider all their options including further study and apprenticeships. (1,2,3)
- Students are encouraged to think how LMI is relevant to their post 16 options. (Gatsby 1,5)
- Students use careers interview to help understand different career pathways and entry requirements and are encouraged to make contingency plans should results be better/worse than expected and set personal targets for development. (Gatsby 1,2,7,8)
- Students are encouraged to attend careers talks, fairs, college open days, and appropriate internal and external careers events. (1,3,5,6)
- Students explore and improve Interview technique and take part in Mock interview event. (Gatsby 1,3)

- Students are encouraged to attend Rooks Heath Sixth Form Information Evening, opportunity to talk to subject teachers. (Gatsby 1,3)
- Students have opportunities to engage with a range of local and national employers and businesses, FE, HE and training and apprenticeship providers. (Gatsby 1,3,5,6,7)
- All Students have an interview with independent and impartial adviser. (Gatsby 1,3,8)
- SEN and other referred students are supported with college applications. (Gatsby 1,2,8)
- Students have access to relevant virtual careers opportunities via Microsoft TEAMS. (Gatsby 1,2)
- All Students are supported with the different career pathways and entry requirements on results day by impartial and independent careers adviser. (Gatsby 1,2,8)

Year 12 and Year 13

- Students learn how to manage a career in terms of progression, budgeting, and planning for the future. (1, 3)
- Students explore 18+ options including higher education, jobs, apprenticeships, gap year, self-employment through entrepreneurship. (1,2,3)
- Students learn how to manage a career in terms of progression, budgeting, and planning for the future. (1, 3)
- Students are prepared to take part in the work experience preparation programme. (Gatsby 1,3)
- Students complete and review work experience placement. (Gatsby 1,6)
- Students are supported with University Admissions Tests UKCAT and BMAT. (Gatsby 1,3)
- Students are encouraged to attend UCAS information evening including finance. (Gatsby 1,3,7)
- Students are supported with their Personal statements through workshops. (Gatsby 1,3)
- Students attend the Skills London Fair and The UK University Fair, London. (1, 5,6,7)
- Students are encouraged to take part in the Enrichment programme. (1,3)
- Students are prepared for UCAS/Apprenticeship applications. (1,3)
- Students have a wide range of opportunities to engage with a range of local and national employers and businesses, FE, HE and training and apprenticeship providers. (Gatsby 1,3,5,6,7)
- All Students have access to independent and impartial adviser. (Gatsby 1,3,8)
- Students have access to relevant virtual careers opportunities via Microsoft TEAMS. (Gatsby 1,2)
- All Students are supported with the different career pathways and entry requirements on results day by impartial and independent careers adviser. (1,2,8)

Year Group	Activity
Year 7	PSE Lessons Guided Tutor Time careers lessons Guided industry insight presentations ON TRACK introduction assembly Trip to KidZania STEM/STEAM assembly Robocoding with Brunel University

Year 8	<p>PSE lessons Guided tutor time careers lessons Guided industry insight presentations ON TRACK Development of skills assembly Barclays Life Skills Options Assembly Options Information evening for students, parents/carers</p>
Year 9	<p>PSE lessons Guided tutor time careers lessons Guided industry insight presentations Opportunity to take part in Brunel University Masterclasses in Maths and Engineering Digital day Barclays Life Skills Options Information evening for students, parents/carers.</p>
Year 10	<p>PSE Lessons Guided tutor time lessons Guided industry insight presentations 16+ Pathways Exploration careers day Army day</p>
Year 11	<p>PSE Lessons Guided tutor time careers lessons Guided industry insight presentations 16+ Pathways assembly Apprenticeship assembly Mock interviews College application support Results day support</p>
Year 12 and Year 13	<p>PSE Lessons Guided tutor time careers lessons 18+ Pathways assembly Skills London The UK University Fair London Alumni talks Enrichment activities Results day support</p>

In addition to the above all year groups take part in careers related activities associated with the following: -

- 1) Careers Fair
- 2) Black History Month
- 3) National Apprenticeship week
- 4) National Careers Week
- 5) National Skills Week
- 6) National Science Week
- 7) National Engineering Week
- 8) National Book Week/ National Literacy Week
- 9) STEM / STEAM week
- 10) National Womens Week

- 12) Alumni talks in person or virtual
- 13) Lunch time employer/ trainee provider pop ups
- 14) Tutor time industry insight presentations
- 15) Careers assemblies
- 16) Subject led trips
- 17) Jack Petchey awards
- 18) School council

Future Focus

Activity	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12 and 13
Students will have the opportunity to develop entrepreneurial skills through a Dragons Den type project. (Gatsby 1,4,5,6) Linked Activity Enterprise/ Dragons Den (How creative are you?) £900 Funding applied for and approved March 2021 Complete by Summer 2021	✓	X	X	X	X	X
Students will develop the use of careers software and websites, including Unifrog careers link to school subjects (Gatsby 1,2) Complete by Summer 2021	In place	✓	✓	✓	✓	In place
Students will have access to Speed Networking Q and A event (Gatsby 1,3,5,6) Complete by Summer 2022	X	X	✓	X	X	X
Students will have access to Sixth form taster day at the end of Year 10 Complete by Summer 2022	X	X	X	✓	X	X
Students will attend sessions on understanding the school leaver and graduate markets. How to look for and apply for jobs. Use of social media i.e., LinkedIn (1,2,3,4,5,6) Complete by Summer 2022	X	X	X	✓	X	✓
Students will be supported by Alumni network engagement/mentoring/ insight days? Complete by Summer 2022	X	X	X	X	X	✓
Students will take part in Mock university interviews Complete by Summer 2022	X	X	X	X	X	✓
All students will take part in activities for "My Money" week Complete by Summer 2021	✓	✓	✓	✓	✓	✓
All PSE teachers and form tutors will have access to CPD (Continued Professional Development) or direction for the use of the STEPs (Skills To Ensure Progression) programme. Complete by September 2021	✓	✓	✓	✓	✓	✓

The STEPS (Skills to Ensure Progression) Scheme

The Step Series is a complete careers programme which has been mapped out to the CDI's framework and the Gatsby benchmarks. It consists of workbooks which take students through the stages of career planning from age 11, right through to planning post-18 options. The workbooks are progressive and relevant to each age group.

This is divided into the following aspects of careers education: -

1) Developing yourself through careers, employability, and enterprise education

Self-awareness, self-determination, self-improvement as a learner

2) Learning about careers and the world of work

Exploring careers and careers development, investigating work, and working life, understanding business and industry, investigating jobs and Labour market information (LMI), valuing equality, diversity, and inclusion, learning about safe working practices and environments.

3) Developing your career management, employability, and enterprise skills

Making the most of careers information, advice, and guidance, preparing for employability, showing initiative and enterprise, developing personal financial capability, identifying choices and opportunities, planning, and deciding, handling applications and interviews, managing changes and transitions.

Monitoring and evaluation

When monitoring the success of the careers programme the school considers formal and informal measures, qualitative and quantitative outcomes for students. The careers programme is evaluated in several ways including the following: -

- Student feedback on their experiences of the programme and what they gained from it.
- Staff feedback on careers lessons, careers activities, careers fairs etc.
- Gathering formal and informal feedback from parents and external partners.
- Student destination figures for Post 16 and Post 18.

Responsibilities

Careers Lead - Mrs S. Subra Head of STEM and Careers Strategic overview

Careers Coordinator - Support for Careers lead

Level 6 Qualified Independent and Impartial Careers Adviser - Mrs B. Howells

School Governor link for Careers, Employability and Enterprise - Mrs N. Visram, AICRS, Head of Charities and Citizenship, Barclays

All teaching Staff

- Link curriculum areas to careers.
- Support the development of employability skills.
- Promote progression routes within their curriculum areas.
- Feedback specific student needs (or opportunities to the Careers Team).
- Signpost students to appropriate careers advice and information.

In development - **1)** Departmental careers champions **2)** Careers, Employment and Enterprise newsletter

Careers and Enterprise Company (CEC)

Rooks Heath is an active member of the Harrow Careers and Enterprise Company Network. The network is used to link with employers, businesses, and other external agencies.

Enterprise Advisor for Rooks Heath is Mr. Vish Harji, Finance Director, UK Construction Services, Balfour Beatty, PLC (Professional learning communities). (November 2021)

Resources:

All staff and students have access to the careers library.

All staff and students have access to the comprehensive resources on the Rooks Heath Website.

All staff and students have access to Success at School Subject related careers books available on the Rooks Heath Website. All heads of department have a physical copy.

The STEPs programme will be available fully on Microsoft SharePoint for all staff * from Sep 2021*

The On-TRACK system forms the basis of our skills programme.

Unifrog

This is an online careers and destination platform. This has been used comprehensively in the sixth form for many years and is being rolled out to other year groups since March 2020.

Success at School Gatsby Subject Guides

These guides link the curriculum to careers and are available to all students and teachers in a digital format. A physical copy is also available from all heads of department.

On Track

In House system which rewards **TEAMWORK, Resilience, Achievement, Creativity, Kindness.**

Ofsted Requirement: "Secondary schools prepare pupils for future success in education, employment or training. They use the Gatsby Benchmarks to develop and improve their careers provision and enable a range of education and training providers to speak to pupils in Years 8 to 13. All pupils receive unbiased information about potential next steps and high-quality careers guidance. The school provides good quality, meaningful opportunities for pupils to encounter the world of work."

Companies in attendance at the Rooks Heath Careers Fair

AirBnB, Association of British Insurers, Aviva, BFI, Big Innovation Centre, BRC, British Veterinary Association, British Army, Builders Merchants Federation, Creating Radio, Everyone Active, Google, Harrow Council Services Economic Development, Housing, Procurement, Social Services, Planning, Building Control Harrow Council Xcite, Heathrow, Institute of Civil Engineers, London Sport, Metro Bank, Metropolitan Police, NHS Clinical Commissioning Group, North London Garages, Pertemps, Prospects, Harrow Drop, Royal Navy, Selfridges, Sopra Steria, TFL, Thames Water, Thompsons Solicitors, University West London Catering, Voluntary Service Overseas, Watford FC, WDP Communication