

# OUR CAREERS EDUCATION PROGRAMME

2021 / 2022



Welcome to our Careers Education programme which is delivered to every student at Southborough. Here you will find a number of key documents and reports explaining with detail of our careers provision, highlighting our whole school careers programme, achieving the Gatsby Benchmarks, a whole schools careers overview, details on our students Personal Careers Portfolios, guidance to parents on how they can support plus much more. As part of our commitment to deliver outstanding Information, Advice and Guidance (IAG) on careers we ensure every single student in every year group will receive a careers interview and therefore a personalised and bespoke Careers Plan. These individual careers interviews and Career Plans are facilitated by our careers advisor who you will see is introduced below. You will also find directly below and underlined further details of our Careers Education provision.

[Our Whole School Careers Programme](#)

[How we achieve the Gatsby Benchmarks](#)

[Our Whole School Careers Report](#)

[Students Career Portfolio \(Kudos\)](#)

[Futures Week / Aspirations & Careers Week](#)

[Parents Guide to Supporting Children's Careers](#)

Click on the Year Group below to see more specific and detailed careers provision for that year....

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Annual students careers trip to Cambridge University

*Hi, I'm Jo Carroll and I am Southborough's Careers Advisor.*

*I have been a fully qualified, level six, careers advisor for over eight years and I am delighted to work at Southborough for two days a week to interview all students to ensure they receive impartial Information, Advice and Guidance (IAG) on their future and their careers.*

**Jo Carroll**  
Southborough's  
Careers Advisor

## SOUTHBOROUGH CAREERS CONTACT DETAILS

Careers Education Lead - Dan Edwards - [dedwards@southborough.kingston.sch.uk](mailto:dedwards@southborough.kingston.sch.uk)

Careers Advisor - Jo Carroll - [jcarroll@southborough.kingston.sch.uk](mailto:jcarroll@southborough.kingston.sch.uk)

## Delivering Careers Education, Information, Advice and Guidance (CEIAG) to the high standards of the Gatsby Benchmarks

Gatsby Benchmark	Evidence of School Actions and Student Experiences
<p><b><u>Benchmark 1</u></b> A stable careers programme</p>	<p>All students will experience our whole school careers education programme which is delivered each term to all students in all years (Y7 to Y13). This career provision will take place during Personal Development Time (PDT) and is matched with the CDI (Careers Development Institute) framework for careers, employability and enterprise education and in line with Gatsby Benchmarks. This careers provision will develop all students employability skills such as leadership; organisation; resilience; communication; initiative and digital awareness.</p>
<p><b><u>Benchmark 2</u></b> Learning from career and labour market information</p>	<p>All students and parents will have a careers evening and provided with an information pack which will include advice and guidance on careers and futures labour market opportunities.</p>
<p><b><u>Benchmark 3</u></b> Addressing the needs of each pupil</p>	<p>All students will have their own Personal Careers Portfolio, in which they will track their personal achievements, identify possible career interests and opportunities based on their strengths, likes and attributes. This will allow them to constantly and consistently develop their person Curriculum Vitae (CV) and build their own personal statement.</p>
<p><b><u>Benchmark 4</u></b> Linking curriculum learning to careers</p>	<p>All students will partake in a Futures week once a year, where they will receive information and guidance from teachers on specific career opportunities possible within their subjects.</p>
<p><b><u>Benchmark 5</u></b> Encounters with employers and employees</p>	<p>All students will have encounters with employers and independent training providers each year through talks from guest speakers in assemblies for Years 7-13.</p>
<p><b><u>Benchmark 6</u></b> Experiences of workplaces</p>	<p>As part of our Aspirations and Careers Week in Year 10, all students will partake in a virtual work experience. This WEx will last for a number of hours and will include the students taking a test at the end of their experience. If passed they will be accredited with a certificate from that specific industry/workplace - i.e - NHS.</p>
<p><b><u>Benchmark 7</u></b> Encounters with further and higher education</p>	<p>All students will have contact with further and higher education links through various university trips that take place and guest speakers visiting to deliver assemblies. Students in Year 10 will have an Aspirations and Careers Week in which they will meet external speakers, employers and business owners. Students will experience at least 2 visits/encounters to universities during their time at Southborough through assemblies and school trips. Our careers advisor will also run AT mornings (Apprenticeships and Training) in our careers corner of the library.</p>
<p><b><u>Benchmark 8</u></b> Personal guidance</p>	<p>All Students will have a one on one, impartial and advice interview from our Level 6 qualified Careers advisor who has been commissioned from a MATRIX accredited organisation (The All Together Ltd). Students identified as requiring extra support (in risk of NEET) will receive regular individual impartial advice from our advisor. It is organised and delivered in accordance with the Gatsby benchmarks and Compass tool. (In accordance with the Statutory Guidance for Schools - Jan 18 and Guidance for Colleges and Sixth Forms - Feb 18). The Careers advisor will also be present at the Parents' Evenings for Years 9-13 as well as results day for Year 11 and 13.</p>

## **Reviewing our Careers Education Provision (CEIAG) and its Impact**

Our Careers programme will be evaluated every year during the summer term. We will review what is working well and will identify areas that require further development so that we can continue to improve our practice and further strengthen our careers programme. A robust annual review will ensure we are delivering an outstanding careers education to all our students. This will be reviewed in three ways -

- 1) An annual Careers Provision Impact Report will be created by the careers lead (Dan Edwards - Senior Assistant Headteacher)
- 2) An annual COMPASS - Gatsby Benchmark Assessment Report will be created by the careers lead (Dan Edwards - Senior Assistant Headteacher)
- 3) The annual Careers Provision Impact Report and the COMPASS Report will be reviewed by SLT and Governors at the end of each summer term

## **How we will be Monitoring and Reviewing the Impact of our Careers Education Provision (CEIAG)**

The annual Careers Provision Impact Report will monitor and evaluate the effectiveness of the Careers Education provided to all our students in all our year groups. This will be done in several ways -

- 1) Y11 and Y13 destinations data (NEET)
- 2) Role of the Tutor Review (Tutors delivering the careers scheme of work effectively during PDT)
- 3) Quality of Learning Review for PDT/Careers Education (SLT observations / book scrutiny / student voice)
- 4) Reviewing students Personal Careers Portfolio's
- 5) Parent voice (Questionnaire)
- 6) Staff voice
- 7) Employers voice
- 8) Evaluation of the Careers Advisors role and performance (quality & quantity of careers interviews conducted)
- 9) PDT/careers assessments during each exam week (SIP - Early Intervention - Identify any students of concern from their assessments and prioritise their careers interview and Careers Plan - These are most likely to be our NEET students)