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# **Priory Sheridan School**

*'A unique service for unique young people'*

## **Careers Procedure**

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## **Careers local procedure**

### **INTRODUCTION**

The information set out in this Careers guidance procedure describes each pupil's entitlement at Sheridan School, which is regularly updated to reflect, and keep abreast of changing trends.

### **AIMS**

Careers Education and Guidance at Sheridan School is seen as an entitlement for all of its pupils throughout years 9 – 11. This is embedded within the PSHE and Citizenship curriculum.

In order to meet mandatory requirements, pupils have access to external careers guidance from a Matrix approved guidance provision. The process will build from initial consultations in Year 9 to the full remit of careers advice once the student reaches Year 11.

#### *Self Awareness*

Pupils at Sheridan School have a variety of additional needs and in order to make appropriate career decisions, pupils need to understand themselves and become fully aware of their aptitude, strengths, difficulties, personality and preferences

#### *Opportunity Awareness*

This includes differing roles and work opportunities. Pupils will be made aware of the range of career opportunities that are available. As well as studies of particular jobs and job families, pupils will explore opportunities in continuing academic and vocational education, and in training. Pupils will also be made aware of local industry, and the patterns of work in the local area and the area in which they live.

#### *Career stages and decision making*

Self-awareness combined with opportunity awareness should help pupils make sensible choices about their transition post-16.

- A Key Stage 4 careers / education pathway is in place to support and guide learners through the next stage of the education looking to appropriate educational and training decision based on their career progression plans.
- Careers advice and transition plans are started in Year 9 to ensure that all parties (parent/careers/local authority) are aware of career plans and educational/training pathways in place.
- External and independent careers guidance and support is sourced for all KS3 and KS4 pupils (from Year 9), alongside internal support in developing a

greater understanding into career/education pathways. This will be delivered in a number of ways, which include but are not limited to:

- ❖ Group presentations on careers pathways;
- ❖ 1:1 meetings to explore career pathways;
- ❖ Visits to local business's / colleges;
- ❖ Q and A sessions;
- ❖ Planned curriculum delivery;

## **WORK EXPERIENCE**

Where available and suitable to the needs of the pupil, appropriate work experience is available to Year 10 and Year 11 pupils. A range of potential placements discussed with pupils and an agreed placement is implemented.

Work experience is valued by the school because it introduces pupils to the disciplines and expectations of the work place, and because it provides an insight into how companies are organised and how they operate. Pupils are supported by Sheridan staff during their placement.

## **VOCATIONAL COLLEGE COURSES/TRAINING COURSES**

Where available and suitable, Year 9, 10 and 11 pupils are able to access local colleges to attend a variety of courses. We have developed positive links with a number of local colleges. These relationships enable Sheridan School to provide access to a wide range of courses that are able to meet the wide ranging needs and career pathways of our learners.

Those pupils who attend college are able to access:

- ❖ Short term taster courses;
- ❖ Courses to accredited level;
- ❖ A seamless transition into full time further education courses, subject to relevant entry requirements being attained.

As with all aspects of the school environment, careers guidance and advice is constantly being evaluated and updated. This enables the school to accommodate the varying and complex needs of its deserving cohort.

Review date: October 2019