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# Kingsbrook School

*'A unique service for unique young people'*

## Careers Procedure

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## **INTRODUCTION**

The information set out in this Careers guidance procedure describes each pupil's entitlement at Kingsbrook School which is regularly updated to reflect, and keep abreast of changing trends. The Government's careers strategy, published December 2017, sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them. This statutory guidance has been updated to expand on the aim set out in the strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

## **AIMS**

Careers Education and Guidance at Kingsbrook School is seen as an entitlement for all of its pupils. This is embedded within the PSHE, Citizenship curriculum and standalone careers education information guidance lessons. Every young person needs high-quality career guidance to make informed decisions about their future. All students follow a mix of ASDAN Employability/Work Skills programme or award.

**Kingsbrook School's Careers Curriculum Lead: Lynne Westley**

### ***Self-Awareness***

Pupils at Kingsbrook School have a variety of additional needs and in order to make appropriate career decisions, pupils need to understand them 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 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 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 pupils 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;

### **Independent Careers Advice and Guidance**

Every student is offered independent careers advice and guidance from Kingsbrook' IAG. This service is provided by Beacon East and the named IAG for Kingsbrook is Belinda Ladds. Belinda visits six times per academic year and will meet students on a 1-1 basis, with Kingsbrook staff supporting if in the students best interests to do so. An action plan will be created by Belinda providing the required steps and suitable courses to enable each student to achieve their chosen course and/or career path.

### **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.

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

Where available and suitable, Year 10 and 11 pupils are able to access local colleges to attend college courses. Due to the variety and distance of counties that our students are admitted from, as much is done to facilitate this within the Hospital's local colleges.

Those pupils who attend college are able to access:

- Short term taster courses;
- Courses to accredited level;

### **Reviewing our Careers Provision**

A review of our careers provision takes place on a termly basis to ensure our students are receiving the best possible service. The careers audit is taken from the Gatsby Benchmarks which outline the provision schools and colleges should be offering and providing for their students. The Head of School and the Careers Lead at Kingsbrook review the careers audit and action any unmet requirements.

