



St Matthew Academy

CAREERS

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated.

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	Summer 2021
Review Date	Summer 2022

1. Introduction

Careers Education, Information, Advice and Guidance (CEIAG) is an essential part of the support we offer to pupils at St Matthew Academy. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can also help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole-school remit designed to complement the rest of the school curriculum. This policy sets out how career activities are delivered at the Academy and explains what stakeholders can expect from the careers programme.

2. Aims and Objectives

The St Matthew Academy Careers Programme aims to:

- Encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at the Academy
- Ensure pupils' readiness to take their next step in their learning or career

St Matthew Academy follows the principles of the Gatsby Benchmarks.

The eight Gatsby benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The objectives for the careers programme are as follows:

- Helping pupils to understand the changing world of work
- Facilitating meaningful encounters with employers for all pupils
- Supporting positive transitions post-16 and post-18
- Enabling pupils to develop the research skills to find out about opportunities
- Helping pupils to develop the skills, attitudes and qualities to make a successful transition into the world of work
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation.

3. Pupil Entitlement

All pupils are entitled to be fully involved in an effective CEIAG programme.

Pupils are encouraged to take an active role in their own career development, so the careers programme emphasises pupil participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at the Academy, all pupils can expect:

The support they need to make the right choices at **Year 8 Options Evening** for their GCSEs and for education after Year 11

- Access up-to-date and unbiased information on future learning and training, careers and labour market information
- Support to develop the self-awareness and career management skills needed for their future
- Learning about Careers in their Tutor Groups and on designated days from Year 7 to Year 11 covering options, when they finish at St Matthew Academy, the world of work, the job market and the skills needed for the future
- A meaningful encounter with a representative from the world of work each Academy year; this could be through work experience, 'World of Work Week' activities, assemblies, careers talks (in or outside lessons), projects and visits
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and university taster days, as well as assemblies, talks and meetings at school
- The opportunity to relate what they learn in lessons to their lives and careers beyond their time at the Academy
- The opportunity to talk through their career and educational choices with staff including Form Tutors, Directors of Learning and the Careers Lead
- Access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group. A meeting with an adviser independent of the Academy can also be requested
- The Academy to keep parents/carers informed of their progress and provide parents/carers with information to support pupils' career planning and decision-making. Parents/carers can attend Careers meetings, by prior arrangement
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils
- To have their Careers aspirations recorded annually by their Tutor
- To discuss Careers at Parents' Evenings
- To take part in Careers focused events at the Academy

4. Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their children. The Academy is keen to encourage parental involvement in the Careers Programme, wherever possible.

Parents/carers will be kept up to date with career-related events and activities affecting their children through emails, the Academy website, the Academy newsletter 'SMA News', letters, Academy social media and texts home.

5. Delivery of the Careers Programme

Careers Education

The content of the Careers Education Programme is based around the learning outcomes outlined in the CDI Careers Framework (see references).

Years 7, 8 & 9: Key activities: KS4/GCSE options choices

Learning might include what employment is really about, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities will support the KS4/GCSE options process in Year 8.

By the end of Year 8, all pupils will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Hear from or talk to representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, parents' evenings and meeting with senior staff at the Academy and the option of a Careers meeting.

Year 10: Key activities: Work Experience and mock interviews

- Learning will include preparing to find and carry out work experience placements
- Completing CVs and applications
- Interview techniques in preparation for mock business interviews
- An introduction to post-16 options
- All of these activities are supported with opportunities to speak with the SMA Careers Lead, Directors of Learning and Tutors.
- Computer access for online careers centred resources is also available

By the end of Year 10, all pupils will have had the opportunity to:

- Develop their career management skills, including writing a CV
- Experience at least one week of employment in the workplace
- Be interviewed by someone from the world of work
- Experience a taster day in a sixth form or college setting
- Be introduced to the different Post-16 pathways

Year 11: Key activities: post-16 applications

- Pupils will learn how to write a personal statement for post-16 applications
- Hear from guest speakers in assembly about sixth form, college and apprenticeships
- Attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options
- All of these activities are supported with opportunities to speak with the SMA Careers Lead and computer access for online careers centred resources is also available

By the end of Year 11, all pupils will have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore Post-16 options
- Attend events in and outside of the Academy at which they can speak to employers, Post 16 providers and universities
- Develop their self-awareness and career management skills
- Apply for Post-16 options and make contingency plans if and when necessary
- Continue to develop the skills needed for a successful transition to Post 16 education
- Have a meeting (small group or one-to-one) with a Careers Adviser

See APPENDIX 1 'St Matthew Academy Careers Plan' for the detailed careers plan.

6. National Careers Week

Each year, the Academy is involved in National Careers Week which gives pupils of all Year Groups an opportunity to meet and talk to employers and learn more about what employment is like and what it takes to be successful in the workplace. The week includes a range of activities including speakers in assemblies, Tutor Group activities and visits from alumni working in a range of industries and a careers fair.

7. Career Guidance Meetings

Pupils are entitled to Careers guidance. All pupils at The Academy can request an appointment with the Careers Lead but in practice, Year 10 and Year 11 are most likely to access this opportunity however, pupils will be identified for careers meetings based on need as well as through self-referral.

8. Needs-based Referral

The referral procedure works as follows:

- Tutors, Directors of Learning and the SEND/Inclusion Team identify pupils who would benefit from early intervention, for example pupils with lack of direction or lack of motivation; pupils with SEND; certain pupils receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- In Year 11, Form Tutors will prioritise pupils based on their readiness to make post-16 decisions for the support they might need throughout the post-16 Options process
- Pupils complete their own careers questionnaire in Year 11 in which pupils are asked about their Careers and Post-16 ideas. The Careers Lead will work with Directors of Learning and Tutors to provide further support.
- The outcome of all these activities allows the Careers Lead to prioritise pupils for interviews, helping to ensure that pupils of all abilities can access the support they need. For those pupils identified as being at risk of NEET, further interventions will be arranged as appropriate.

9. Self-referral

Pupils may refer themselves for a careers meeting with the Careers Lead, through their Form Tutor, or Director of Learning. Plans will be recorded on SIMS system at the Academy. Pupils, parents and Tutors have the option to see this information to support the process.

If a pupil is absent, an alternative time can be arranged.

10. Career Information

Careers information is available through relevant displays and noticeboards in the LRC or through Form Tutors and Year Group assemblies. Comprehensive Careers information is also available in the LRC (Learning Resource Centre) and this includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities.

Online resources include 'Fast Tomato' and a range of reliable websites collated by the Careers Lead.

11. External Providers

A range of external providers are invited into the Academy to support the Careers Programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be checked for suitability by the relevant staff at St Matthew Academy.

12. Management and Staffing

The Careers Lead (Sarah Cefai) is responsible for taking a strategic lead and direction for careers work in the Academy; working under the direction of the Deputy Headteacher with responsibility for Careers and Employability (Stephanie Guest), who will in turn also be working with Directors of Learning and Tutors.

A broad range of staff support Careers activities and Careers learning at school including Directors of Learning, Form Tutors and subject teachers.

13. Staff Development

Form Tutors are introduced to the concepts, aims and programme for CEIAG at St Matthew Academy at training days or Year Group meetings. The Careers Lead attends meetings to keep up to date with best practice and current legislation.

14. Resources

The Academy is committed to providing the resources to enable an effective Careers Programme, including adequate staffing, staff training and resources.

15. Employer Links

Links with employers, businesses and other external agencies continue to grow through the SMA Community, by building on local community connections.

16. Equal Opportunities

St Matthew Academy is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance to explore options that suit their preferences, skills and strengths. Staff at SMA work on early-identification of pupils requiring additional support, with no limit placed on how many times a pupil might see a careers adviser. The Careers Lead will work with the SEN/Inclusion

Team, Directors of Learning and Tutors to support pupils who may be facing other challenges. Role models including alumni, older pupils and external visitors will be brought in to raise aspirations and demonstrate what is possible after they leave St Matthew Academy. Non-traditional routes into Post 16 opportunities and employment will also be supported and encouraged. The destinations of Academy-leavers are monitored and trends identified.

17. Monitoring and Evaluation

When monitoring the success of the Careers Programme, the Academy considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for pupils.

The careers programme is evaluated in a number of ways, including:

- Pupil feedback on their experience of the careers programme and what they gained from it
- Staff feedback on careers lessons, National Careers Week activities, mock interviews etc
- Gathering informal feedback from external partners and from parents
- Quality assurance of Careers provision and learning as part of the Tutor Group Careers Programme
- Pupil destination figures post-16 and post-18.

References

The Gatsby Benchmarks

www.gatsby.org.uk/education/focus-areas/good-career-guidance

The Career Development Institute Careers Framework

<http://www.thecdi.net/Careers-Framework-2018>



**St Matthew Academy Careers Plan
2021-2022**

Careers Plan - Careers Education, Information, Advice and Guidance

At St Matthew Academy we are committed to ensuring that all our pupils from Year 1 to 11 have high quality impartial advice on career opportunities in line with the now statutory Gatsby Benchmarks. We try to ensure that pupils receive information about how they progress onto appropriate courses in further education and eventually employment. It is very important to us to know that all leavers have a plan for their next step.

The Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

We are putting in place support for our pupils in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships) that are most likely to help them to achieve their ambitions. We believe that giving pupils careers education and guidance is vital to improving their motivation to learn because it gives pupils context for what they are doing each day in school.

All pupils are entitled to Careers Education, Information, Advice and Guidance (CEIAG) that:

- Provides good quality independent careers advice to pupils which inspires them and motivates them to fulfil their potential
- Provides personal advice and guidance which is in the best interests of, and meets the needs of, all pupils
- Is based on the Gatsby Benchmarks for Good Careers Guidance
- Contributes to the raising of pupil achievement by encouraging pupils to develop high aspirations and consider a broad and ambitious range of careers
- Provides opportunities to work in partnership with employers, training providers, local colleges and others
- Provides opportunities to inspire pupils through real-life contact with the world of work
- Develops enterprise and employability skills including skills for self-employment
- Supports inclusion, challenge stereotyping and promote equality of opportunity
- Encourages pupils to see career development as a life-long process
- Develops pupils' skills and knowledge of careers including career management skills and knowledge of the local labour market
- Ensures pupils are aware of the full range of academic and technical routes available at each transition point so that pupils have the necessary knowledge to make successful transitions
- Provides opportunities for meaningful encounters with employees, employers, further and higher education and experience of workplaces

- Supports social mobility by improving opportunities for all pupils, especially those from disadvantaged backgrounds and those with special educational needs and disabilities
- Is embedded into subjects across the curriculum (including Personal Development)

Careers Programme: Year 7

- All pupils have been involved in Careers related lessons and activities as part of the PSHE programme
- Access to Fast Tomato Online Careers application
- All pupils will take part in the National Careers Week, 7 March 2022

Careers Programme: Year 8

- Careers activities in PSHE lessons aim to help pupils to make a decision on their curriculum options that are appropriate to their interests and talents.
- Personal Development activities on the construction industry delivered by Construction Youth Trust
- All pupils have been involved in Careers related lessons and activities as part of the PSHE programme
- All pupils have access to Fast Tomato Online Careers application
- All pupils will take part in the National Careers Week, 7 March 2022

Careers Programme: Year 9

- All pupils involved with either the KPMG mentoring or employability programmes
- All pupils will have opportunities to attend careers events and visits through curriculum departments
- Selected pupils attended Universities including Sussex University, Oxford University and King's College London
- Selected pupils attended the Royal Institution Christmas Lectures
- Selected pupils attend Careers talks delivered by guest speakers
- All pupils have been involved in Careers related lessons and activities as part of the PSHE programme
- All pupils have access to Fast Tomato Online Careers application
- All pupils will take part in the National Careers Week, 7 March 2022

Careers Programme: Year 10

- All pupils involved with either the KPMG mentoring or employability programmes
- Successful applicants attend the Brilliant Club
- Selected pupils attend university visits including Oxford university
- Selected pupils attended the Royal Institution Christmas Lectures
- Selected pupils attend Careers talks delivered by guest speakers
- Selected pupils attend careers visits through curriculum departments eg Business Studies visit to Amazon at Tilbury
- In February, all pupils attend one week's Work Experience with employers

- All pupils have been involved in Careers related lessons and activities as part of the PSHE programme, including developing career management skills such as CV writing.
- All pupils have access to Fast Tomato Online Careers application
- All pupils have had the opportunity to take part in a Mock interview.
- All pupils have had the opportunity to experience a taster day in a sixth form or college setting and be introduced to different post-16 pathways.
- All pupils will take part in the National Careers Week, 7 March 2022

Careers Programme: Year 11

- All pupils will learn about Post-16 pathways to make informed choices about their future
- All have learnt how to write a personal statement for post-16 applications
- All pupils will hear from guest speakers in assembly about sixth form, college and apprenticeships
- All pupils will attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options
- All of these activities will be supported with opportunities to speak with the SMA Careers Lead and computer access for online careers centred resources is also available
- Selected pupils will have had access to university visits including Oxford University and Cambridge University
- All pupils have access to Fast Tomato Online Careers application










Next Steps

Further development of a robust Careers Programme to include:

1. Provision of good quality independent careers advice for all pupils
2. Access to personal advice and guidance for all pupils
3. Audit curriculum areas including Personal Development to ensure Careers education has been embedded in all subjects
4. More opportunities for all pupils to work in partnership with employers, training providers, local colleges and others
5. More opportunities to inspire pupils through real-life contact with the world of work
6. Further development of enterprise and employability skills including skills for self-employment
7. Further development of pupils' skills and knowledge of careers including career management skills and knowledge of the local labour market
8. To ensure that all pupils are aware of the full range of academic and technical routes available at each transition point so that pupils have the necessary knowledge to make successful transitions
9. More provision of opportunities for meaningful encounters with employees, employers, further and higher education and experience of workplaces
10. Development of parental involvement in Careers Programme throughout St Matthew Academy

Useful Careers Websites Pupils have Access to at SMA

(To be embedded in Careers Programme)

<p>National Careers Service</p>		<p>The National Careers Service provides information, advice and guidance to help pupils make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.</p> <p>The National Careers Service website aims to: help pupils with careers decisions and planning and also to support pupils in reviewing their skills and abilities and develop new goals.</p>
<p>Careersbox</p>		<p>Careersbox is a free online library of careers related film, news and information. As the preferred digital media partner to the Institute of Career Guidance, the largest careers body in the UK, Careersbox aims is to deliver a new way for pupils to explore their skills and career options.</p>
<p>Fast Tomato</p>		<p>Online Careers application accessed at school that supports pupils in identifying pathways into their chosen field of employment.</p>
<p>plotr</p>		<p>Plotr is a website created to help 11-24 year olds discover and explore careers that they will love. It is built around a game, which uncovers careers matched to pupils' skills, interests and personalities.</p>
<p>Lifeskills created with Barclays</p>		<p>LifeSkills created with Barclays, is a free, curriculum-linked programme, developed with teachers to help improve the skills and employability of young people in the UK.</p>
<p>icould</p>		<p>icould has a range of video clips showing real people talking about their jobs and careers.</p>
<p>Careerpilot</p>		<p>Pupils plan their study and work, including their choices at 14, 16 and 18 Pupils can explore different job sectors and explore how they can study and work at the same time - even to university level.</p>
<p>Success at School</p>		<p>Success at school is the place for pupils to explore careers, get the lowdown on top employers, and search for the latest jobs, courses and advice.</p>
<p>Apprenticeships</p>		<p>Central Governments dedicated apprenticeship website has a whole range of information to help pupils decide if apprenticeships are the right route for them. Pupils can also search for current apprenticeship vacancies.</p>