

# Duke's Secondary School- Annual Careers Plan



This plan outlines the main careers activities that take place for all year groups during the academic year.

All students from Years 7-13 have the opportunity to take part in a wide range of career related activities during their time at Duke's Secondary School. These activities include, World of Work days, workplace visits, guest speaker assemblies and career ready programmes plus many more. However, we continually try to evaluate and improve our programme by gathering feedback from all stakeholders. The Duke's annual careers plan will be reviewed at the beginning of each academic year.

However, in addition to these core activities many opportunities arise throughout the year for smaller groups of students, or individuals, and the school will always strive to take advantage of these. These include visits to employers, talks to students and careers competitions. Learning about careers also takes place within the curriculum subject areas.

A fully stocked careers resource area can be found in the library where access to careers websites on dedicated computers can also take place.

Numbers in brackets refer to Gatsby benchmarks.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>Autumn Term</b>	Knowing Yourself PSHE lessons (1, 2, 4)  Unifrog platform launch (1,3)  DNA Careers Day (4, 5, 7)	DNA Careers Day (4, 5, 7)  Port of Blyth Girls in STEM visit (2, 3, 4, 5, 6)  Careers programme launch assembly (1)	Year 9 Girls Get Set course begins-focus on STEM related careers (1, 2, 4, 5, 6)  Sunderland University Intro to HE talk (1, 2, 7)	PSHE lesson on CV writing (1, 2)  ONE Vision project (1, 2, 3, 8)  Army Camp visit (5,6)	Amazing Apprenticeships Assembly (1, 2, 3)  One to one Careers Guidance interviews (1, 3, 8)  North East Skills Show (2, 3, 4, 5, 7)	Tutor time CV writing (1, 2)  Launch of Career Ready programme-masterclass series delivered by Enterprise Adviser Network (1, 5, 6)	Tutor time CV update session (1, 2)  Off timetable UCAS day (1, 3, 7, 8)  UCAS Application tutorials (1, 3, 7, 8)

Reviewed by school- February 2023

Reviewed by employers- March 2023

Reviewed by Governors- April 2023

Reviewed by Student Leadership Team- February 2023

Reviewed by students- March 2023

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	Newcastle University Visit (7)	NHS Careers	DNA Careers Day (4, 5, 7)	Port of Blyth Girls in STEM visit (2, 3, 4, 5, 6)	ONE Vision project (1, 2, 3, 8)	Social Mobility Foundation assembly (1, 5)	FutureMe Beyond the Personal Statement (3, 7)
	Careers programme launch assembly (1)	BAE Systems- Careers in STEM theatre performance (2,4, 5)	Careers programme launch assembly (1)	DNA Careers Day (4, 5, 7)	Introduction to sixth form assembly (2, 3, 7)	Work experience launch (2, 3, 5, 6)	University virtual open days (1, 7)
	BAE Systems- Careers in STEM theatre performance (2,4, 5)	Mortal Fools expressive arts project (5)	Northumberland Museums Creative Digital Careers project (4,5,6)	FutureMe talk What if? HE (2,7)	DNA Careers Day (4, 5, 7)	NCS Skills Booster (3, 5)	Newcastle University Partners programme assembly online (1, 7)
	KPMG Work Ready event (2,5)		Army Camp visit (5,6)	Careers programme launch assembly (1)	Careers programme launch assembly (1)	DNA Careers Day (4, 5, 7)	
	Mortal Fools expressive arts project (5)		Mortal Fools expressive arts project (5)	Options after GCSE workshops with college, sixth form and apprenticeship speakers (1, 2, 3, 7)	My Future Options SEND Event (2, 3, 5, 7)	Sunderland University First Choice Scheme launch (3, 7)	Labour Market update assembly (2, 3)
				NextGen Nursing event (2,4,5)		NU Entry launch (3,7)	NCS Skills Booster (3, 5)
						Northern School of Art Portfolio workshop (2,3,4,7)	Northumbria University visit (2, 3, 7)
						DWP workshop on employment rights & being self-employed (2, 5)	Fire Station visit & careers talk (2, 5, 6)
						My Future Options SEND Event (2, 3, 5, 7)	DNA Careers Day (4, 5, 7)

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						<p>Cramlington Army Barracks visit including careers talk (5,6)</p> <p>DWP workshop on employment rights &amp; being self-employed (2, 5)</p> <p>Allied Health masterclasses providing tasters into NHS career pathways (1, 2, 5, 6)</p> <p>Fire station visit including careers talk (5,6)</p>	
<b>Spring Term</b>	<p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>NUFC Employability</p>	<p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>NUFC Employability</p>	<p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p>	<p>PSHE lessons including; types of work, career paths, future options (HE &amp; apprenticeships) (1, 2, 4)</p> <p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p>	<p>ASK Apprenticeship application support workshop (1, 2, 3, 8)</p> <p>College application support workshops with Newcastle and Northumberland Colleges (1, 2, 3, 8)</p>	<p>Work experience placement week (1,3, 5, 6)</p> <p>FutureMe Post 18 options assembly (1, 2, 3, 7)</p> <p>Why Leeds? Presentation and Access to Leeds scheme assembly delivered by Leeds University (1, 7)</p>	<p>ASK Apprenticeship application support workshop (1, 2, 3, 8)</p> <p>Student Finance workshops (1, 7)</p> <p>Budgeting workshop delivered by Northumbria University (1, 7)</p>

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	<p>programme: NUFutures (1, 2, 5)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>Working Options Industry Insight virtual talk (2, 5, 6)</p>	<p>programme: NUFutures (1, 2, 5)</p> <p>Transpennine Express Careers Panel (1, 2, 5)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>Working Options Industry Insight virtual talk (2, 5, 6)</p>	<p>Transpennine Express Careers Panel (1, 2, 5)</p> <p>NUFC Employability programme: NUFutures (1, 2, 5)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>Working Options Industry Insights virtual talk (2, 5, 6)</p> <p>GCSE Options assembly and 1:1 appointments (1, 3, 8)</p> <p>Channel 4 creative careers workshops – big careers on the small screen (2,4,5)</p> <p>November Club musical theatre project (4,5)</p>	<p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>NUFC Employability programme: NUFutures (1, 2, 5)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>FutureMe What if? Work Experience launch (2, 3, 7)</p> <p>Trinity Solutions visit- SEND/ Alternative Provision (2, 3, 7)</p> <p>Launch of FutureMe mentoring for targeted students (1, 2, 4, 7)</p> <p>November Club musical theatre project (4,5)</p>	<p>Supported College open evening (2,3,7)</p> <p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>Employer industry visits (3, 5, 6)</p> <p>Durham University Visit (2, 3, 4, 7)</p> <p>Create a FutureMe talk (2, 3, 7)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>Northumberland College supported open evenings (2, 3, 7)</p>	<p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>FutureMe Great Big HE Quiz (2, 7)</p> <p>Career Ready masterclasses combined with industry visits (2, 5, 6)</p> <p>Career Ready mentoring begins (2, 3, 5, 6)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>Sunderland University interviews skills workshop (2, 7)</p>	<p>Jobcentre support workshops (1, 2, 3, 8)</p> <p>NUFC Employability programme: NUFutures (1, 2, 5)</p> <p>My Future Options SEND Event (2, 3, 5, 7)</p> <p>Northumberland College Apprenticeship Event (2, 3, 5, 7)</p> <p>World of Work Day (Careers Fair) (1, 2, 5, 7)</p> <p>DWP support workshops covering a range of topics (2,3,5)</p> <p>Barclays Life Skills workshops (2,5)</p>
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					Trinity Solutions visit- SEND/ Alternative Provision (2, 3, 7)	FutureMe Exploring post 18 routes talk (2, 7)	
					Newcastle University Universi-tree & student fortunes workshop (2, 7)	Technical college HE talks (2,7) Barclays Life Skills workshops (2,5)	
<b>Summer Term</b>	Northumberland College Discovery Day (2, 4, 7) LMI Assembly (2,7)	Northumbria University Visit (7) Northumberland College Discovery Day (2, 4, 7) LMI Assembly (2,7)	Year group visit to the Port of Blyth-STEM focus (1, 4, 5, 6,) FutureMe- Career Connections workshop (1, 2, 4, 7) Teesside University Visit (7) LMI Assembly (2,7)	FutureMe What if Student Finance? (1, 2, 4) Industry Insight visits (1, 4, 5, 6) Sunderland University Visit (7) LMI Assembly (2,7) Northumberland College taster days (2,3,6,7)	LMI Assembly (2,7)	Year 12 Progression Day- UCAS support begins for students applying for HE. Students looking for apprenticeships work with employers, jobcentre or national apprenticeship agency (1, 2, 3, 5, 7, 8) UCAS Exhibition (2, 3, 7) University open day visits (1, 7)	ASK Mock Assessment Centre event (1, 2, 3)

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						<p>Study in Scotland talk delivered by Edinburgh Napier (1, 7)</p> <p>University summer schools (1, 7)</p> <p>Social Mobility Foundation internships (1, 5, 6)</p> <p>Labour Market update assembly (2, 3)</p> <p>Apprenticeship awareness talk (2,7)</p> <p>Employer mock interviews (3,5)</p>	
<p><b>Ongoing throughout the year</b></p>	<p>Careers resource area in the library (1, 2, 4)</p> <p>Careers displays in all faculty areas (1, 2, 4)</p> <p>Participation of the schools</p>	<p>Careers resource area in the library (1, 2, 4)</p> <p>Careers displays in all faculty areas (1, 2, 4)</p> <p>Participation of the schools</p>	<p>Careers resource area in the library (1, 2, 4)</p> <p>Careers displays in all faculty areas (1, 2, 4)</p> <p>Participation of the schools</p>	<p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p>	<p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p>	<p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p>	<p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p>

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	Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Careers resource area in the library (1, 2, 4)  Careers displays in all faculty areas (1, 2, 4)  Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)  Access to online careers software programmes in the school	Careers resource area in the library (1, 2, 4)  Careers displays in all faculty areas (1, 2, 4)  Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)  Access to online careers software programmes in the school	Weekly guest speaker assemblies featuring employers, universities, apprenticeship providers etc. (1, 2, 4, 5, 7)  Sixth form bulletin containing labour market information, apprenticeship/employment vacancies & HE opportunities (1, 2, 5, 6, 7)  Careers resource area in the library(1, 2, 4)	Weekly guest speaker assemblies featuring employers, universities, apprenticeship providers etc. (1, 2, 4, 5, 7)  JBVI bulletin containing weekly labour market information, apprenticeship/employment vacancies & HE opportunities (1, 2, 5, 6, 7)  Careers resource area in the library(1, 2, 4)  University prospectuses available in common room (1, 7)  Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)
	Access to online careers software programmes in the school	Access to online careers software programmes in the school	Access to online careers software programmes in the school	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website(1, 2)		
	Subject specific careers lessons within the curriculum (1, 4, 5)	Subject specific careers lessons within the curriculum (1, 4, 5)	Subject specific careers lessons within the curriculum (1, 4, 5)	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)		
	CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)	CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)	CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)	Weekly Acts of Collective Worship	Weekly Acts of Collective Worship		

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	<p>covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p> <p>Port of Blyth STEM Hub Support (2, 4, 5, 6)</p> <p>Careers Adviser attendance at Parents' Evenings &amp; options evenings (1, 3, 8)</p>	<p>covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p> <p>Port of Blyth STEM Hub Support (2, 4, 5, 6)</p> <p>Careers Adviser attendance at Parents' Evenings &amp; options evenings (1, 3, 8)</p>	<p>covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)</p> <p>Careers Adviser attendance at Parents' Evenings &amp; options evenings (1, 3, 8)</p> <p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p> <p>Port of Blyth STEM Hub Support (2, 4, 5, 6)</p>	<p>Subject specific careers lessons within the curriculum (1, 4, 5)</p> <p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in underrepresented postcodes (1, 3, 7)</p> <p>One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)</p>	<p>Subject specific careers lessons within the curriculum (1, 4, 5)</p> <p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in underrepresented postcodes (1, 3, 7)</p> <p>One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)</p>	<p>Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)</p> <p>Access to online careers software programmes in the school (1,3,4, 7)</p> <p>Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)</p> <p>Subject specific careers lessons within the curriculum (1, 4, 5)</p> <p>Weekly Acts of Collective Worship covering key areas required for the</p>	<p>Careers displays in all faculty areas (1, 2, 4)</p> <p>Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)</p> <p>Access to online careers software programmes in the school (1,3,4, 7)</p> <p>Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)</p> <p>Subject specific careers lessons within the curriculum (1, 4, 5)</p>
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				<p>Careers Adviser attendance at Parents' Evenings &amp; options evenings (1, 3, 8)</p> <p>Port of Blyth STEM Hub Support (2, 4, 5, 6)</p>	<p>Careers Adviser attendance at Parents' Evenings &amp; options evenings (1, 3, 8)</p> <p>Opportunity and vacancy postings on careers Google classroom (1, 2)</p> <p>Port of Blyth STEM Hub Support (2, 4, 5, 6)</p>	<p>world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in underrepresented postcodes (1, 3, 7)</p> <p>One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)</p> <p>Careers Adviser attendance at Parents' Evenings (1, 3, 8)</p> <p>Port of Blyth STEM Hub Support (2, 4, 5, 6)</p>	<p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in underrepresented postcodes (1, 3, 7)</p> <p>One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)</p> <p>Careers Adviser attendance at Parents' Evenings (1, 3, 8)</p>
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							Port of Blyth STEM Hub Support (2, 4, 5, 6)
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