



Careers Subject Progression Map

Careers Mission Statement:

“Providing an atmosphere of self-belief, care and nurture to enable students to fulfil their true potential”

Intent (what are we aiming for through this subject?)

Introduction

Excellent careers guidance makes sure there is equality of opportunity. It unlocks potential and transforms outcomes for people of all ages. Evidence suggests that effective and impartial careers provision is particularly important for children and young people from deprived and SEND backgrounds.

Our pioneering vision is to revolutionise the way we teach our children and young people, to ensure that they are properly prepared for work in a way that will enable them to smoothly transfer from the classroom to the workplace, at whatever level they decide to enter employment. We also want to allow children and young people the opportunity to learn about and prepare for living as independently as possible, wherever this is appropriate.

Aims and Purpose

The main purpose of Careers Education, Information and Guidance (CEIAG) at Castle School is to ensure that:

- all pupils and students are supported to understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace, and to have first-hand experience of the workplace;

- all pupils and students get an excellent programme of advice and guidance, delivered by individuals with the right skills and experience;
- all pupils and students get support tailored to their own interests and specific circumstances;
- all pupils and students get the information they need to understand the job and career opportunities available to them, and how their knowledge and skills can help them to consider suitable careers.

We are committed to providing a needs based, holistic careers and work related learning programme for all pupils and students across the school and aim to promote employability skills, knowledge, experience and aptitudes through a wide range of CEIAG experiences across all age phases and curriculum pathways. We aim to provide support and opportunities for pupils, students and their families to explore a range of future options and have high aspirations for all of them. We want all pupils and students to realise their potential and to be well prepared for their individual transitional pathways, with an understanding about how their skills and aspirations fit best with the opportunities available in further education, employment, training, community participation, independent or supported living.

Our high quality CEIAG should help our pupils and students to:

- understand their options and different routes towards the world of work, so that they can plan the steps they need to take and get from 'where they are' to 'where they want to go';
- be inspired by potential opportunities they might not have known about (or that might not exist yet), or thought they could not achieve;
- recognise and appreciate their own knowledge and skills and how they can be used in the workplace;
- get, hold and progress in a job role, whatever their age, ability or background;
- learn about how they can increase the amount of money they earn across their working lives;
- improve their well-being by doing a job they are good at and enjoy.
- increase their well-being by providing as many opportunities for independence as possible, within every phase of their education
- increase awareness of the real world within aspects of our whole school curriculum, by giving pupils and students tasters of real working environments.

Information for students

Here at Castle School CEIAG (Careers Education, Information, Advice and Guidance) is taught as a stand alone subject from KS3 onwards. The scheme of work is accompanied by enrichment opportunities and drop down events. From KS3 onwards you will take part in a variety of volunteering opportunities and work related experiences. Some examples are listed below:

- Enterprise projects every half term from Year 10 to Post 16
- In school work experience such as school office work
- Future Focus Careers event in Years 7 to Post 16
- The Alnwick Garden Work Experience in Year 10 to Post 16
- Northumberlandia Work Experience in Year 10 to Post 16
- Dukes Careers Event in Year 9 to Post 16
- Mock Interview in KS4 and 5
- Akzonobel work experience in KS4 and 5
- Asda work experience in KS4 and 5
- Careers week visitors and work experience opportunities in the Spring term
- Volunteer opportunities in the wider community

You will complete qualifications that cover the four key areas of Preparation for Adulthood. Topics of study include Good Health, Independent Living, Employment/Enterprise and Relationships & Community. Through these topics you will develop skills in work related learning, finances and employability skills. You will have several opportunities to meet and work with a variety of employers from different sectors. Throughout the year there will be opportunities for you to evaluate the various activities and provide feedback on how we can improve the programme.

Information for parents/carers

A bespoke programme has been developed for each pathway to ensure individual needs are met and activities are appropriate to students' stages of career learning. This is delivered through subject specific lessons alongside enrichment

activities and events over the course of the year. Throughout the year students will engage with employers from a variety of sectors. Careers week is planned for the Spring term to allow students to participate in activities relating to jobs highlighted for growth based on local market information in the coming years. Parents and carers are invited into school to discuss the different pathways for life after Castle School and talk to a careers advisor from the local authority. There is also the Future Focus Careers event in the Summer term to find out more information.

Parents and carers have the opportunity to provide feedback about school life, including the careers programme, through questionnaires and parents' evenings.

Information for staff

The careers programme is an integral part of Castle School and staff are expected to link their subject area with CEIAG. Subject leads are responsible for ensuring that careers are linked to their schemes of work and submit termly curriculum monitoring sheets to provide evidence of this. Staff are provided opportunities to reflect on careers provision during CPD. The programme is evaluated in the summer term and includes opportunities for staff to feedback; outcomes inform future planning.

Information for employers

A range of events, integrated into Castle School careers programme, will offer providers an opportunity to speak to students and/or their parents/carers. These are delivered through the Future Focus event in the summer term and information from the local council. We also provide invaluable work experience opportunities with different employers. An overview of these opportunities and how to access them can be found in our Provider Access Policy on the website.

Implementation (what does this subject look like in practice within each curriculum pathway?)

(Pathways – Early Years, Pre-formal, Engagement, Semi-formal, Formal, Post 16)

Within our Early Years, Pre-formal and Engagement pathways, pupils and students will be able to:

- learn a range social, communication and independence skills
- develop special interests, personal qualities and practical skills
- explore different job roles through play
- meet role models from the world of work and explore / experience jobs and careers through a range of real-world visits

Within our Semi-formal Pathway, pupils and students will be able to:

- demonstrate their personal qualities and skills
- demonstrate some of the skills needed for work (e.g. reading, writing, maths skills)
- identify some jobs they are interested in and explore different job roles through play
- meet role models from the world of work and explore / experience jobs and careers through a range of real-world visits

Within our Formal and Post 14 pathway, pupils and students will be able to:

- identify and reflect upon their own personal strengths, qualities and employability skills
- understand how making the right choices will help with future plans
- understand the different levels of qualifications and training that are available to help them achieve their goals
- attend open days at post-school providers (e.g. local colleges)
- access personalised transition meetings to assist with transition planning
- receive help and support, where necessary and relevant, to apply for post-school provision
- use IT to research future career options
- explain what the word stereotype means, give one example of stereotyping in the workplace and understand that having a stereotypical view about a person may limit their own career and learning options
- take part in discussions and make choices about appropriate work experience placements
- take part in a work experience placement, internally or externally
- engage with employers and businesses, prepare a curriculum vitae and develop interview techniques and skills
- develop a personal digital profile which captures talents, skills experience

- take part in various community and volunteering schemes.

Impact (How do you monitor progress in the subject? How do you know pupils are gaining knowledge and skills in this subject?)

CEIAG is led by our designated school Careers and Preparing for Adulthood Coordinator who has the responsibility for:

- The management and co-ordination of the CEIAG programme
- The careers and work related learning curriculum from Reception to Post 16
- Monitoring and evaluation of careers and work related learning work in school
- Liaison with SLT, link Local Advisory Committee member and relevant community partners

Measuring and assessing the impact of CEIAG at Castle School

At Castle School we use the Compass+ toolkit (an online self-evaluation tool for schools), to monitor our performance against the 8 Gatsby Benchmarks. Compass+ allows us to benchmark, manage, track and report on our careers programme. Data from Compass+ reports is used to define key strategic objectives that are pupil / student-centred and measurable, and helps us to create action plans in order to achieve them.

We value feedback from pupils, parents/cares, staff and employers to help us assess the impact of CEIAG and to identify how we can improve this aspect of our curriculum further. Information is gathered using questionnaires, verbal feedback and records of one to one careers / transition interviews. This information is then used to inform future planning.

Personal Development at Castle School

At Castle School we use an online personal development tracker (skills builder) to monitor all careers and work related learning activities, enrichment opportunities and external visits. Our tracker helps us to plan and evidence our high-quality Careers and Work Related learning curriculum, and to track progress made by pupils and the pathways.

Additional information to evidence impact

Destination Data (i.e. where students go when they leave Castle School) is recorded for three years to track each student's transition from Castle School. We have an annual awards evening to celebrate the students' achievements before they move onto their next stage of life. This is usually scheduled for the Summer term and many of our ex-students come back to school for this, which is always a good opportunity to see how our students enjoy life and thrive when they leave school.

Further information

For further information about any of the items shown in this section please contact the school's Careers Leader Mary Douglas on mary.douglas@castle.ncea.org.uk or telephone 01670844322.