



**West Kirby**  
Grammar School

# Careers & Work Experience Policy

**Approved by:** Behaviour & Attitudes and Personal Development

**Statutory:** Yes

**Last reviewed on:** February 2022

**Next review due by:** February 2023

## **Introduction**

West Kirby Grammar School has high quality careers advice and guidance, to support our high performing and ambitious students. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with a selective, high-performance school.

## **Aims and purpose**

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high performing students in the curriculum and in their careers
- Inspire and motivate students to develop their aspirations
- This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and links to the provider access policy.

## **Statutory requirements and recommendations**

The careers provision at West Kirby Grammar School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs of the student

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out in the Provider Access Policy.

The recommendations from the 'Girls' Career Aspirations', Ofsted Report is also used to guide the careers provision at West Kirby Grammar School.

The recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long-term earnings
- to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that girls and young women can make informed choices

- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- to consider ways in which mentoring could be used to help support young women in overcoming barriers to achievement

### **Careers Provision at West Kirby Grammar School**

All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- Visiting alumni talks occur on a range of careers that inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
- All students can book careers appointments with the Careers Advisor
- All students have access to the careers section on the schools website and careers and university section in the Library. External opportunities are advertised to students.

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENDCo, careers advisor and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding

- Personalised support will be given to these students, and they will receive an extra careers appointment in Year 10.

Careers Advisor

- At West Kirby Grammar School, there is a Careers Advisor, who works alongside the Assistant Headteacher (AHT) with responsibility for careers. The Careers Advisor will work with the AHT to develop a Careers Development Plan annually for the school. This is in line with the Gatsby Good Careers Guidance.

Key Stage 3

- The options programme for Year 8 is designed to support them in their GCSE choices.
- Students in Year 7 and 8 cover economic wellbeing, active citizenship and develop enterprise and entrepreneurship in Personal Development and form time. A particular example of this is through mini-enterprise in Year 8.
- In Key Stage 3 Personal Development lessons students study 'Dreams and Goals' and are encouraged to consider their short and long term goals. Lessons cover skills that students will need for future careers.
- Key Stage 3 students produce Personal Development projects and in Year 9 students complete an active citizenship project.
- Students in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

- Students introduced to careers websites and resources through Google classroom and UniFrog activities.
- Key Stage 3 students have a careers fortnight in which they have a subject specific careers lesson in all subject areas.

#### Key Stage 4

- The Year 10 students receive significant careers input in Personal Development sessions including video presentations on key careers areas and careers quizzes using up to date labour market information
- After this input the Year 10 students have the option to receive one-to-one careers discussions with the school Careers Advisor and a detailed careers action plan is written.
- A number of students every year will take part in the Duke of Edinburgh Award. Many students participate in the Silver Award in Year 10.
- Extracurricular clubs and trips support students in developing their understanding of a range of subjects. Students are giving advice and guidance about what to participate in e.g. the National Citizenship Service 'The Challenge'.
- Students in Year 10 undertake Work Experience. The students receive extensive application support with key opportunities advertised and CV and covering letter writing workshops.
- The options programme for Year 11 supports their Advanced Level choices and alternative avenues for further education where appropriate.
- All Year 11 students are offered an opportunity for an individual advice and guidance meeting with a member of the Senior Leadership Team as well as a careers appointment with an independent Careers Advisor to further assist with their Advanced Level choices and further education options.
- Year 10-11 Personal Development and form time covers economic wellbeing, active citizenship and charity fundraising.
- Key Stage 4 students have a careers fortnight in which they have a subject specific careers lesson in all subject areas.

#### Key Stage 5

- There is a range of support for university applicants through:
  - Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
  - Students are encouraged to enter university competitions.
  - There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
  - Interview preparation, practice and workshops are led by departments and the Sixth Form team.
  - There is preparation for and support with aptitude and pre-admissions test.
  - Personal Development sessions for Years 12-13 includes lessons on life at university, including on finances.
  - All sixth form students have the opportunity to book a careers appointment throughout the sixth form.

- Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition and charitable house activities led by the Student Leadership Team that develop students entrepreneurial skills.
- Sixth Form students are encouraged to undertake volunteering and work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific students. The students receive CV workshops in their higher education sessions
- A number of students every year will take part in the Duke of Edinburgh Award. At Sixth Form, this will usually mean the Gold or Silver Award.

#### Alumni

- Alumni are encouraged to speak with students and share their profession, career path and further education with current students. Alumni also speak at KS4 and KS5 Celebration Evenings, and offer work experience placements.

#### **Work Experience Provision at West Kirby Grammar School**

- The aim of work experience is to provide an opportunity for all students to learn in the workplace; an experience that cannot be replicated in school.
- All students are offered the opportunity of one weeks' work experience in the July of Year 10 and 12.
- The overall organisation of work experience is undertaken by the Work Experience Co-ordinator (WEC), who liaises with the Head of Year 10 and AHT (Sixth Form).
- The students are encouraged to arrange their own work experience. The WEC advertises work experience opportunities to the students, who submit a CV and letter of application to apply. The school has links with many large businesses and organisations.
- Parents/carers are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
- The WEC checks that the placement meets with the schools' requirements, the students will be treated fairly and they will undertake meaningful work.
- All students on placement are covered by the employers' insurance and places of work are risk assessed by the WEC.

#### **Monitoring and Evaluation**

The AHT (Personal Development) will work alongside the Careers Advisor to develop a Careers Development Plan.

An evaluation of the data of retention, destinations, trips and expedition participation, will enable measurement of success.

A careers survey will be carried out in the summer term to inform planning of the subsequent year.