

*** *collaborate . learn . achieve* ***
DRAFT VERSION ***
**School Careers Strategy
And Action Plan**

2023 - 2024

St John's C of E Middle School



This policy is reviewed and updated by Phil Marsh at St John's C of E Middle School and is approved annually by the Local Governing Body.

This policy is written in conjunction with Worcestershire Career Hub, Enterprise Adviser Network and other partnerships listed on page 5.

Reviewed: September 2023

Next Review Date: September 2024

In collaboration with



Worcestershire
Local Enterprise Partnership

St John's C of E Middle School is an active member of the Worcestershire Careers Hub and supports the development of Worcestershire's Future Workforce through the Worcestershire Enterprise Adviser Network



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Introduction

Welcome to St. John's C of E Middle School, where we not only educate young minds but also nurture them in an environment built on our core values of forgiveness, love, integrity, and perseverance. Our commitment to these values extends beyond the classroom and is reflected in the heart of our school community – our dedicated staff.

At St. John's Middle School, we understand that education is not just about academic achievements; it's about shaping responsible, compassionate, and resilient individuals who can thrive in an ever-changing world. We believe that every staff member plays a vital role in shaping our students' lives, making career opportunities here both meaningful and rewarding.

Our Vision

Our vision is to be a school where every individual in our community is valued and enabled to flourish as a child of God; where education impacts upon the whole person, and care and concern for others is key. We seek to be a truly inclusive community where all can 'Give of their Best', achieve their full God-given potential, be good citizens and respect difference in our growing global world.

Purpose and Aims

St John's C of E Middle School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

St John's C of E Middle School has already established a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as A levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out **St John's C of E Middle School** key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's new careers strategy. These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that St John's C of E Middle School will meet the requirement of the eight "Gatsby Benchmarks", set out within the Department for Education's strategy.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place **across years 5 through to Year 8** as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

Strategic Careers Leader

As set out within the Department for Education's Careers Strategy **St John's C of E Middle School** is required to have a designated member of our Senior Leadership Team named as our school's Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks.

Mrs K Gallinagh has agreed to undertake this role.

Mrs K Gallinagh will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

Our Careers Team

Mrs K Gallinagh will lead our team which will include the following staff members:

Mr P Marsh

Mrs A Kelly

Our Enterprise Adviser/s

Through the Worcestershire LEPs Enterprise Adviser Network **St John's Middle School** are delighted to have been assigned our own designated enterprise adviser.

Mrs Sarah James will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

May we introduce our assigned Enterprise Adviser.....



People and Operations Manager for Savient Limited

sarah.james@savient.uk.com

Savient

Current position at St John's C of E Middle School

Pupils are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

Year 7

Visit from Worcester University

Worcestershire Apprenticeship Assembly

Year 8

Visit Worcestershire Skills Show

Worcestershire Apprenticeship Assembly

Careers Day – with approximately twelve local employers visiting

Teaching staff contribute to the delivery of careers guidance through:

Supporting the work of Career Champions Pupils

Teaching Careers focussed PHSE lessons to form groups as detailed below:

- Year 5 Spring 2- 6 lessons on knowledge of industries and skills needed in the workplace
- Year 7 Spring 2 - 6 lessons that cover various industries
- Year 8 Autumn 1 – Career Goals and Aspirations.

Local Employers contribute to the delivery of careers guidance through:

Workplace visits

Contributing to our Careers Fair or other in school activities aimed at our KS3 pupils

Parents contribute to the delivery of careers guidance through:

Parents' employer participation

Partnership Arrangements and Employer Contacts

St John's C of E Middle School has strong links with:

- Worcestershire Careers Hub.
- Worcestershire Local Enterprise Partnership
- Further Education providers
- The local business community
- Alumni and Parents

Objectives for 2023 to 2024

Gatsby Benchmarks

In line with the Department for Education's careers strategy, **St John's C of E Middle School** aims to fulfil the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the school has formed a careers programme which falls in line with legal requirements. The following eight benchmarks are at the core of good careers and enterprise provision:

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

1. A Stable Careers Programme

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of pupils.
- To enable pupils to understand the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all pupils regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by pupils, teachers, employers, and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

2. Learning from Career and Labour Market Information

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and pupils are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.

- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

3. Addressing the Needs of the Pupil

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure pupils are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all pupils and challenges stereotypical thinking in terms of equality and gender.
- To ensure that pupils with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the pupils' own aspirations, abilities and needs.

4. Linking Curriculum Learning to Careers

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract pupils towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

5. Encounters with Employers and Employees

- To ensure that pupils receive at least ONE meaningful encounter with an employer during every year they are at school.
- To increase the number of activities which are conducted within school with the support of local employers.
- To ensure that pupils have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.

- The school will also encourage pupils and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

6. Experiences of the Workplace

- To ensure that pupils receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that pupils receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable pupils to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

7. Encounters with Further and Higher Education

- To ensure all / overwhelming majority of pupils receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of pupils has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of pupils have experienced meaningful encounters with universities.

8. Personal Guidance

- Ensure all / overwhelming majority of pupils have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of pupils has had at least TWO interviews with a professional career's adviser by the end of year 13.

Promotion of Careers related activities

St John's C of E Middle School will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school Twitter account and other social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the Worcestershire LEP to be used to promote best practice across ALL career's hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our school) meets the requirements set out within the Department of Education's Careers strategy.

Careers Programme and Provider Access Policy

Introduction

This policy statement sets out the arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

St John's C of E Middle School is committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from **Year 5 to Year 8**. For some pupils, a more personalised offer will be in place.

Our focus links directly to the requirements of the 'Gatsby Good Career Guidance' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers*' (2023).

Pupil entitlement

The statutory guidance is relevant to 'all pupils in years 7-13' and we will also consider young people's developmental ages when preparing appropriate careers activities at **St John's C of E** ensuring that our pupils receive a careers programme which offers them opportunities to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses.

School's Careers Leader

Parents, teachers, and employers may gain further information about our careers programme by contacting:

K Gallinagh
kgallinagh@st-johns-bromsgrove.worcs.sch.uk
01527 832376

Measuring and Assessment of the impact of the careers programme on pupils.

Evaluation of our careers programme is designed to enable us to examine what we do; consider how we can improve it and provide stakeholders with a summary of this.

This will include gathering information from the pupils about how they feel about their experiences in relation to the careers programme.

Pupil progress in Careers lessons will be evaluated each term as part of our ongoing Pupil Tracking process.

It is our aim to provide pupils with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and Events.

Application for Provider Access

Introduction

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

Mr P Marsh

PMarsh@st-johns-bromsgrove.worcs.sch.uk

01527 832376

Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please speak to our **Careers Leader** to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the **Careers Leader** or a member of their team.

All requests will be given due consideration by **St John's C of E Middle School** and Senior Leadership link and requests will be refused if:

- They impinge on pupils' preparation for public or internal exams
- They clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents' communication events etc.
- The school is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library.

Feedback

St John's C of E Middle School welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers Lead directly.

Provider Access Legislation

The provider access legislation is new guidance that came into force from January 2023. It is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example a FE College or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

The full statutory guidance from DfE can be found here [Careers guidance and access for education and training providers – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/careers-guidance-and-access-for-education-and-training-providers).

Useful links / Resources

The Careers Enterprise Company	https://www.careersandenterprise.co.uk/
The Careers and Enterprise Company Resource Directory	https://resources.careersandenterprise.co.uk/
Gatsby Foundation	http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
Post 16 Skills Plan	https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education
Skills For Worcestershire	http://www.skills4worcestershire.co.uk/
Government Careers Strategy December 2017	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
Government Careers Guidance and Access for Education and Training Providers (Jan 2023 update)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf
National Careers Service	https://nationalcareersservice.direct.gov.uk/
UCAS (Universities and Colleges Admissions Service)	https://www.ucas.com/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://worcsapprenticeships.org.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home
Worcester University	https://www.worcester.ac.uk/

Appendix A

Example objectives for 2023-2024

1. To ensure that pupils fully understand and consider the different routes available at post-16 and post-18, particularly apprenticeship and other vocational routes.
2. To ensure that all Y10 and Y12 students receive a full week of meaningful work experience in the summer term and that they are able to reflect and learn from this invaluable opportunity.
3. To ensure our careers work is fully aligned to – and complements - the school's personal development and wellbeing agenda, so that students receive all-round support.
4. To further raise the profile of careers across the whole school.
5. To ensure that School has a concise plan of engagement in Careers Guidance for all students to ensure that they work hard and strive to be the best they can be.
6. To continue to strive towards meeting the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
7. To gain the 'Quality in Careers Standard' accreditation, the nationally recognised award for Careers Guidance in English Secondary Schools.
8. To provide effective and impartial information, advice, and guidance to prepare students for life in the wider world, making them aware of roles and responsibilities.
9. To raise aspirations by ensuring all students have knowledge of routes into further education, higher education, and apprenticeships (of all levels).
10. To ensure every student is offered careers personal guidance to meet their needs at the different stages through their school journey. This will reflect the school's equality and diversity policy to ensure that every student is treated fairly.
11. To ensure students are introduced to the concept of stereotypical thinking and the challenges it brings and can discuss its impact on career decisions and choices.
12. To engage with local employers and training providers to provide multiple learning opportunities about the world of work and skills required. Both academic and vocational routes are explored and are available to students regardless of career choices.
13. To make available Labour Market Information and Intelligence to ensure students (and parents) are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decisions.
14. To ensure all staff at the school have an awareness of linking curriculum learning to careers and are able to demonstrate the relevance of subjects to students when considering a future career. Particularly relevant is that STEM subject staff should highlight the increasing need for STEM subjects to access a wide range of future career paths, making sure the information does not stereotype in any way.
15. To ensure all students are aware that the attainment of English and Maths GCSEs are crucial elements of any future study programme they may undertake and an expectation from all employers.
16. To continuously strive to improve NEET (Not in Education Employment or Training) figures by providing an effective careers programme.
17. To actively track the progress of Pupil Premium and students from disadvantaged backgrounds to ensure that they access all of the career's information, advice and guidance to enable them to make the relevant decisions to their career goals.
18. To tailor information, advice, and guidance as necessary to meet the needs of any vulnerable students and offer appropriate alternatives as deemed necessary.