



## Careers and Employability Programme

Hendon School's careers and employability programme reflects our school vision "Believe, Achieve, Lead and Belong." Supporting all students to take their place as suitably qualified and responsible adults within society. It provides students with the skills and opportunities to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. Equipping students with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning. It promotes equality of opportunity by celebrating diversity, social mobility and challenging stereotypes.

### Meeting Statutory Requirements

We are committed to ensuring that our Careers and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

### Objectives

All students are entitled to Careers and Employability programme which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience across the curriculum

To ensure that students:

- develop the skills and attitudes necessary for success in their working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- are equipped with the necessary decision-making skills to manage those same transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments
- experience the world of work and develop transferable skills
- wherever possible leave school ready to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

## Careers and Additional Support

### SEND provision

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate.

Pupils with EHCP's (Educational Health Care Plans) have additional interviews with the Careers Advisor at key transition points. The SEND team meet with parents/carers to discuss option suitability and ensure support. Visits to local colleges are organised and transition programmes introduced. The SEND team support work experience placements, where appropriate, ensuring that providers are aware of individual needs, in order to promote a positive experience

### Higher Learning Potential (HLP) students

Students are offered specific small group sessions to prepare them for applying to Oxbridge/Medicine and other competitive courses.

### **Provision**

All students take part in a wide range of CEIAG opportunities, these include:

**Careers Education** – timetabled careers lessons in the SMART Futures programme in Years 7,8,9 and 12. Careers focused SMART Futures Day's. Careers and employability skills taught across the curriculum (Gatsby benchmark 4).

**Information** about the range of opportunities and options available at key transition point in a students' education.

**Advice** – support for individuals to enable them to review, plan and manage their learning and progression to the next stage.

**Guidance** – help from specialist advisers with knowledge of opportunities and the pathways to and through them, so they can identify their long-term goals and plan steps to attain them.

### The current curriculum includes:

**Year 7** - interpersonal and study skills, self-organisation, looking at personal qualities, skills and interests. A research project on a chosen career.

**Year 8** – introduction to careers and Labour Market Information, stereotypes, and how careers have changed over time. A focused piece of research on the NHS (Step into ... competition)

**Year 9** – decision making, personal finance, career exploration, employability skills, personal interests and options guidance for GCSE's, FE, Apprenticeships and Higher Education.

**Year 10** – Employability skills and CVs. College, Apprenticeship and University Fairs.

**Year 11** – post 16 options, Further Education, Apprenticeships, Higher Education, applications, action planning, personal statements, and moving on.

**Year 12** – employability skills development, post-18 options, enterprise and financial education, gap years, the world of work, UCAS and personal statements.

**Year 13** – UCAS applications or alternative pathways support.

## **Other opportunities:**

**Careers Interviews** – The Careers Coordinator provides confidential help and support to future routes (these are individual interviews but carers and parents are welcome to attend).

**Intentions Surveys** – all student's complete careers surveys at the start of each year. This information is then used to track interests, shape the curriculum and offer students more tailored opportunities e.g. careers talks or summer university opportunities.

**Work Experience** – all Year 12's studying a level 3 pathway undertake a 2-week placement. Students are encouraged to find their own places and are supported through the process. All Year 12's on a level 2 pathway have a weekly work placement to support their subject pathway.

**Careers Advice** – Mrs Mohammed is available every Wednesday and Thursday break and lunchtime for drop in sessions, students can also book an appointment. During KS4 all students receive at least one careers interview with the Careers Advisor.

**Extra-curricular events** e.g. Careers Events, H.E. opportunities (each year 30+ students successfully gain places at a range of University Summer schools in Year 9, 10 and 12), FE visits, career talks and Enterprise and Finance activities.

**Alumni** - are invited in to give presentation about their experiences of higher education and/or employment.

## **Parental contact and support:**

Contact with parents is maintained in a variety of ways, including:

- Through the Hendon News, information and opportunities.
- A careers presence and presentations at parent's evenings and the 6<sup>th</sup> form open evening.
- Parents are invited to attend careers interviews if they wish too
- Response to ad-hoc requests for advice and information, including appointments in school.

Parents have access to links to the National Careers Service information and other independent websites and resources via the school website.

## **Outside organisations:**

We ensure that our students have access to a wide range of opportunities, on average we work with over 100 organisations each year to ensure up to date information and relevant opportunities.

We welcome employers and education providers to work with the school. Please contact the Careers Leader Noelle Doona, [DoonaN@hendonschool.co.uk](mailto:DoonaN@hendonschool.co.uk) , 020 8202 9004. Please see the website for our Provider Access Technical Education Statement, which outlines opportunities that are available.

## **Staffing**

All staff are expected to contribute to CEIAG through their roles as tutors, subject teachers and support staff. Careers Education lessons across the School are delivered through the SMART Futures Programme. Lessons are supported and enriched by relevant external visitors. Careers information is available in the Library which is overseen by the Careers Leader and maintained by the Librarians.

## **Management:**

The Assistant Headteacher (AHT) is also Careers Leader and has strategic responsibility for the management, monitoring structure and delivery of Careers Education. In addition, she line manages the Careers Advisor and HOD SMART Futures.

## **Professional Development for staff**

The school makes provision for continued professional development opportunities for staff ensuring that:

- areas of staff development needs are highlighted through discussions with staff, line-management meetings and any Careers/ SMART Futures meetings
- the school provides opportunities for continued professional development for staff with responsibilities for vocational and Careers programmes
- training provides opportunities for teachers to keep up-to-date with the changes and development in employment, the workplace and business and the requirements of employers
- the school shares good practice with other local schools
- updates happen through staff meetings and Teaching and Learning briefings.

## **Evaluation and Monitoring**

The school ensures that the following key staff are involved in evaluation and monitoring:

- Career Leader and HOD SMART Futures monitor the curriculum and the quality of teaching and learning
- The Careers Advisor and Careers Leader work in partnership to ensure staff are aware of the statutory elements of Careers and offer support in meeting the Gatsby benchmarks
- Regular evaluations take place
- Monitoring of destination data, ensuring positive destinations for all students.
- There is a link governor who provides feedback to the governing body

## **Links with other documents**

SMART Futures

Equal Opportunities

Provider Access Technical Education (Baker Clause)