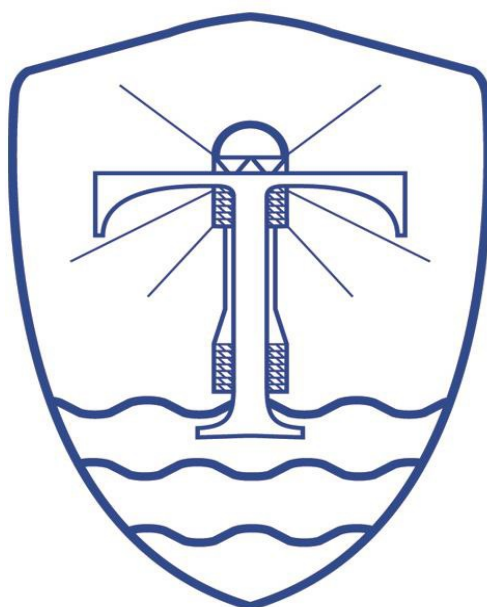


Turney School **Careers Policy**



Adopted: June 2023

Review Date: June 2024

Turney School Careers Policy

This policy should be read in conjunction with the following policies:

Provider Access Policy Statement, Child Protection, Equality and

Overall Aims:

The aim of the Careers Programme offered at Turney School is to provide students and their families with the information/opportunities they require to enable them to make informed decisions about their future learning and career. This aspect is a fundamental component of the EHCP/Annual Review process where 'next steps' are identified as students approach adulthood (from Year 9 onwards). We acknowledge that our students need help to make choices and manage transitions in a rapidly changing world identifying where support is required in consideration of their learning needs. Our students and families will receive help and support to prepare them well for their next steps into Post 19 Education.

Accreditation will be offered via ASDAN's Personal Progress Award and a range of AQA Entry Level Certificates.

Careers Programme/EHCP process:

Our school's Careers Programme consists of a range of activities that help students to engage in work related learning and independent living skills. Students have access to a wide range of work related activities.

Students Annual Review meetings will help all students and their families to review their achievements, and begin to plan for their future via the 'My Views' documentation provided by the Local Authority. All such documentation will be discussed with parents at the review to begin the process of making decisions which will be required as our students begin to prepare for life beyond our school.

All students and families will be encouraged to make good use of the information and impartial guidance available in the school, in the EHCP meetings and via the school's Independent Careers Advisor. This will support students and families to identify appropriate pathways for further education and work related learning according to pupil's strengths and interests.

Gatsby Foundation/benchmarks:

The **Good Career Guidance Report** identifies a set of eight benchmarks that schools can use as a framework for improving their careers provision to secure that every young person will receive high-quality career guidance to make informed decisions about their future.

Within our schools we aim to achieve (where deemed appropriate) all eight Benchmarks recommended by the **Gatsby Foundation**, establishing (through a baseline) where each school is in relation to providing:

1. A stable careers plan
2. Learning from careers 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

Through such means a baseline is produced which evaluates our careers provision enabling us to draw up an improvement plan to address the identified areas for development. The main aim is to work towards the achievement of each of the standard where these are deemed relevant.

We uphold the 2017 Careers Strategy target of schools offering at least one employer encounter every year, for each student. Turney School is committed to providing students with high quality encounters through a range of activities including work experience either internally or in the community.

Curriculum

In KS3 and KS4 Work Related Learning strands are embedded in the curriculum

KS3 and KS4

Intent:

- Understand and explore different jobs in the school and community
- Follow simple instructions
- Work in a group
- Develop community participation eg. Travel in the community
- Develop communication and social interaction
- Identify and make choices

Implementation

- shopping
- using money
- travel in the community
- visit and experience local shops , cafes, post office
- looking after the school environment
- preparing food and drinks
- exploring different jobs and workplaces

Sixth Form

In the Turney Sixth Form students follow a life skills and independent living curriculum with a strong emphasis on practical tasks and a range of community based activities.

KS5 Teachers plan a curriculum based on the needs of the pupils as agreed in EHCP meetings with parents and other professionals.

Sixth Form

1. To develop transferable, work related skills:
 - Following instructions
 - Working in a group
 - Developing awareness of health and safety
 - Community participation
 - Communication and social interaction
 - Trying new things and challenging themselves
2. To develop careers awareness by experiencing or visiting different kinds of work places: in school, in the community which will help students to make choices about continuing in further education or, for some pupils, supported employment.

3. To encourage positive attitudes to life-long learning and achievement.

Sixth Form Implementation

'Work skills', and 'Work experience' and are an important part of the Sixth Form curriculum and consists of planned activities which take place in school or in the local community.

School based 'Work skills'

School based work skills lessons at Turney School include the following examples of learning experiences:

- Recycling
- Gardening
- Upcycling furniture
- Collecting registers
- Preparing drinks and snacks
- Planning and preparing food for events: school disco, leaver's party
- Site maintenance: sweeping, cleaning, washing school buses
- Mini Enterprise: making and selling food and drink or arts and crafts

Community based 'Work Skills/Work Experience'

Community based 'Work Skills/Work Experience' include the following examples of learning experiences which take place in the local community.

- Partnership work with the Herne Hill Forum to clean and maintain both the outdoor and indoor areas around Herne Hill station
- Partnership work with L'Arche community gardens and shop
- Partnership work with All Saints Church to clean and maintain the church and assist with coffee mornings
- Partnership work with Roots and Shoots gardening center
- Developing partnership with Capel Manor outdoor learning college
- Working off site at the Turney allotment
- Visiting local community facilities: shops, cafes, libraries, leisure facilities
- Developing partnerships with local police, NHS, fire station and local businesses

These activities aim to develop the key skills detailed in the intended outcomes for the sixth form pupils with a strong and deliberate focus on community engagement where this is appropriate.

Partnership Networks:

At Turney School we work in partnership with a variety of organisations for our careers and further education provision.

- Orchard Hill and Croydon Pathways – Plan site visits to support transitions and to understand their Post 19 offer
 - Herne Hill Forum – a collection of groups and organisations in the local area of Herne Hill providing work experience placements to Turney's students.
 - L'Arche – a global charity that work with people with learning disabilities and build circles of support around them. Turney pupils attend to work in the local L'Arche community gardens.
 - All Saints Church, West Dulwich – a local church where pupils volunteer to support regular events such as coffee mornings.
 - Grove Adventure Playground – local space which pupils help to maintain
 - Roots and Shoots – a local providing offering vocational training for young people from the inner city, mainly from the London boroughs of Lambeth and Southwark. Turney's year 11 students attend a weekly college link course in Retail and Horticultural Skills.
 - Capel Manor College – a local provider at Crystal Palace where pupils experience

handling, supervising and caring for animals: from small domestic and exotic pets to large animals, livestock, wildlife and zoo animals.

The school is looking to develop these encounters with local police, NHS, fire station and local businesses.

Commitment:

- Turney School is committed to providing a programme of Work Related and Independent Living activities for all students.
- Our fundamental aim is to enable pupils to successfully transition to appropriate Post 19 education, to manage their future lives and to experience the world or work.
- Turney School will ensure that all students will have equal access to impartial careers advice and guidance according to the updated provider access legislation.
- Turney School will provide at least six encounters with key providers. These will be:
 - Two encounters during their first key phase (Years 8 and 9)
 - Two encounters during secondary phase (Years 10 and 11)
 - Two encounters during third phase (Years 12 and 13)
 - See provider access legislation

The Careers Lead:	Collin Jones
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The Careers Lead will:

- Have responsibility for Work Related Learning within our school.
- Organise work related learning visits and Work Experiences appropriate to our students
- Work with teachers across the school (Key stage 3, 4 and Post 16) to develop work related learning in the curriculum
- Ensure any accreditation is relevant to each student and builds upon their skills, knowledge and understanding
- Update the Gatsby benchmarks in relation to the identified action plan of the school
- Advise the SLT on policy, strategy, resources for career guidance and showing how they meet the Gatsby Benchmarks.
- Arrange to publish on the schools web site Turney School's careers programme
- Identify training providers, work related learning providers and college providers for students to access
- Be responsible for updates required in their own training/that of others.
- Lead staff meetings when required.
- Be responsible for this policy and any subsequent update of it in relation to national/local advice and guidance.

Staff will be responsible for:

- Seeking and identifying the views of our students (My views/aspirations) to inform EHCP meetings.
- Identify next steps in relation to preparing for adulthood outcomes (from Year 9 onwards) at students EHCP meetings.
- Pursue any accreditation identified for each student appropriate to their ability.
- Bring to the attention of the careers lead any issues which may impact upon our school offer.
- Ensure they support career aspirations of each student as appropriate.

Strategic management: The strategic management of Careers education, information and guidance is the responsibility of the Senior Leadership Team who will work alongside the careers lead in securing outstanding outcomes. It is the responsibility of the careers lead to bring any issues and associated developments needed to the attention of the Senior Leadership Team. Through planned meetings, the Senior Leadership Team and Career Lead will address any such developments required.

Operational delivery of careers:

- The careers education programme is embedded in the wider curriculum including work related learning.
- Through self-evaluation and the Careers Lead's feedback, the school will identify the success of agreed action plans and the impact of these upon our learners. (Gatsby Benchmarking)
- Turney School is aspirational in securing outstanding judgements found within the Leadership and Management section of the OFSTED framework.

Work experience:

- Pupils will experience the world or work through either internal or external work experience and work related visits and activities.
- All work experience will be supported by a robust risk assessment and any identified additional control measures which have been designed by the Careers Lead; these will be signed off by the Senior Leadership Team. Work experience and the opportunity this affords will be addressed via our Long Term Planning and supporting modules of work.

Destination data:

- It is the responsibility of the Senior Leadership Team to work with the Careers Lead to summarise the destination of each of our students as they leave the school (destination data). The data will be scrutinised by the Governing Body each year to ensure students views/aspirations are upheld and the school has prepared them well for their next stage.

Resources:

- Students have access to a wide range of resources which are identified via our curriculum offer. It is the responsibility of the Career Lead to ensure such resources are identified/ available before modules of work are addressed e.g. appropriate clothing to support WRL visits.

- Students will be provided with information from the appropriate LA's Local Offer in relation to post school/college options.
- Students will have the opportunity to visit/experience provisions via structured links before their placement commences.
- Students and families can seek advice from the Careers Lead and Independent Careers advisor

The school web-site will provide links to a number of different careers web-sites, articles and advice for students, parents and employers advertising any external events if these are deemed relevant to our school population.

Guidance:

All guidance aims to be impartial, confidential, responsive to students' needs and based on the principle of equality.

CEIAG responsibilities:

- The Careers Lead will attend/receive any training which enables them to fulfill their roles and responsibilities.
- A key principle of provision at our school is that all subject areas can contribute to careers education, information and guidance e.g. art, food technology, PSHCE etc.
- We acknowledge it is the responsibility of each teacher within our school to seek out pupil's views, interests and aspirations and respond to these accordingly eg offering choices within the curriculum
- Teachers are able to invite organisations into the school to develop students' exploration of the world of work e.g. the fire service, police, NHS
- Teachers of KS4 and Post 16 will have the responsibility of working alongside the Careers Lead to record the information necessary for each students post school/college provider.
- Promote the acquisition of literacy and numeracy across all lessons to secure progress in core areas of learning.
- If appropriate subject teachers can help students grasp how subject skills and knowledge are relevant to particular careers e.g. food technology/work of a chef.
- If appropriate subject teachers will look for opportunities to invite employers and employees into their lessons and/or to visit local businesses and organisations working in accordance to our visitor procedure and associated risk assessments.
- All staff will respond to any careers-related queries that they may receive from students and their families and know how to obtain more specialist advice when it is required liaising with the Careers Lead for further advice and guidance if/as necessary

Training:

- The Careers Lead will identify staff training needs and ensure training is offered to all relevant staff as opportunities arise.

Monitoring, review & evaluation:

- This policy and the associated review of it and our school offer will be the responsibility of the Senior Leadership Team, Careers Lead and the Governing Body of this school.
- Feedback in regards to this this policy/school offer is welcomed from all members of our

school community including external agencies who assist in the provision of outstanding practice, CEIAG offer.

Last Reviewed: 10.03.2023

Collin Jones: Careers Lead

Signed

Jo Tovey: Head of School

Signed

Review Date: 10.03.24

Collin Jones: Careers Lead

Signed

Jo Tovey: Head of School

Signed