



*"Building Curious, Confident, Courageous, Communicators and life-long learners"*

# The Shires School Oakham and Stretton

## Education: Careers and Employability Skills Policy

Policy Review Process	
Created by	Jamie Hill – Head of Education
Date of implementation	December 2020
Most recent policy review	September 2021
Next policy review	September 2022

## Introduction

The Careers Lead for The Shires at Oakham and Stretton Schools is Amy Chipunza. There is a collective responsibility for all staff to take ownership for the planning and delivery of personalised careers and employability opportunities/experiences for all pupils.

## Aims

At The Shires we aim to develop children and young people's understanding, awareness and skills linked to careers & employability. Our aim is for all pupils to have meaningful experiences linked to their aspirations, interests, and developmental stage. We aim for pupils to have careers and employability learning opportunities and experiences as part of their core thematic topics or as part of whole school collapse curriculum days, off-site educational visits, and work experience.

We provide pupils with the knowledge, information, and skills to make informed choices about suitable "next steps" such as key life skills linked to employment, work experience, routes to voluntary or paid employment, qualifications, and accreditation to support further study. The service enables pupils to receive accurate information, advice and guidance about all options and opportunities open to them and the progression routes to which those options lead.

We aim to ensure the following are explored appropriately in line with each pupils' developmental stage, aspirations, and interests:

### 1) Have a stable careers programme

- An embedded programme of career education and guidance that is known and understood by pupils, teachers, parents/carers, employers, and other agencies.

### 2) Learn from career and labour market information

- Every pupil and their parents/carers, to have access to good quality information about future study options and labour market opportunities. This will include the support of an informed adviser to make the best use of available information.

### 3) Addressing the needs of each pupil

- Pupils have different career guidance needs at different stages. Opportunities for advice and support tailored to the needs of each pupil. Our careers programme ensures equality and diversity is embedded throughout.

### 4) Linking curriculum learning to careers

- All teachers and support staff link curriculum learning with careers, even on subject areas that may not be specifically occupation-led. For example, STEM subjects should have their relevance highlighted and linked to the wide range of future career paths. Learning programmes should also reflect the importance of Maths and English as a key expectation from employers.

## 5) Encounters with employers and employees

- Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This will be through a range of enrichment activities, including visiting speakers, mentoring and enterprise schemes, and include pupils' own part-time employment where it exists.

## 6) Experience of workplaces

- Every pupil to have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

## 7) Encounters with further and higher education

- All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes, and learning in schools, colleges, universities and in the workplace.

## 8) Personal guidance

- Every pupil should have opportunities for guidance interviews with a careers adviser, this could be internal (a member The Shires staff) or external, provided they are trained to an appropriate level. These will be available for all pupils and appropriate to the individual needs and developmental stage.

At The Shires we have teamed up with independent careers advice service 'ideas4careers' (<https://ideas4careers.co.uk/>) and all our pupils have access to independent careers advice from the Lead for SEND – Lynn Addison RCDP MCDI, who has worked for more than 20 years working in the NHS as an occupational therapist and trainer, Lynn retrained as a careers guidance practitioner and now works in a range of schools, both mainstream and special. She is able to use symbols and Makaton sign language to allow students with communication difficulties to access career conversations ensuring accessibility for all.

## Equality and Diversity

We are committed to ensuring that all pupils have access to careers education. Pupils are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated.

## Experience of Work

We aim to adapt and support experience of work opportunities for all pupils.

Aims of Work Experience:

- To support and encourage an integrated experience of work programme aimed to support the development stage of each pupil
- To provide pupils with records/documents to provide evidence of their experience
- To provide pupils with direct experience of the world of work
- To give pupils first-hand experience of the relationships, routines and processes that are part of a working environment
- To develop work related skills and behaviours

- To contribute towards approved vocational and academic qualifications where applicable
- To prepare pupils for adult and working life
- To prepare pupils by discussing equal opportunities and challenging stereotypes

### **Experience of work planning**

- Pupil to meet with Careers Lead to discuss and identify a pupil's choice of placement.
- Meeting with all education staff, care staff, supporting professionals, work experience provider. Risk assessment carried out.
- Careers Lead to contact suitable establishments, insurance checks and risk assessment completed.
- Diary/logbook to be kept by each pupil, showcasing achievements,
- Careers Lead to visit a pupil in placement.
- Evaluation – evaluate the placement successes and areas for improvement. We should discuss with the pupil what they achieved, identify skills they have improved and acknowledge what they have learned.
- Follow up – letter of thank you to be sent to employers by the pupil.

### **Assessment and Impact**

Every pupil at The Shires has an individualised Careers and Employability Education Profile. This profile is developed around the pupil's interests and aspirations to help form relevant targeted outcomes that are reviewed and monitored on a termly basis to highlight and showcase progress made. These termly progress check points are used to then identify appropriate next steps within the pupils personalised Careers and Employability educational journey.

### **Careers Leader Contact Details**

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If you are a pupil, parent, teacher, external professional or an employer and would like any information about any aspect of our careers and employability curriculum please do not hesitate to contact Amy Chipunza who will be happy to discuss in detail our current offer.

### **Useful links**

Impartial, high quality careers and labour market information can be found on the 'links4careers' section of the 'ideas4careers' website. Please follow this link; <https://ideas4careers.co.uk/resources/links4careers/> for a wealth of information and resources.