

# **St Nicholas C of E Middle School**

## **SCHOOL CAREERS STRATEGY AND ACTION PLAN**

**September 2022  
to  
August 2023**

# Our Vision

**As children of God, we are working together with warmth and the belief that everyone can be happy, grow and flourish.**

***"You have planted them and they have taken root; they grow and bear fruit."***  
***Jeremiah 12:2***

*In line with our school vision, we believe it is our responsibility to consistently support and engage every one of our pupils.*

*By helping pupils to understand and develop their own future pathway, we can motivate them to develop their aspirations so that they can flourish in our increasingly competitive and ever-changing world.*

**St Nicholas 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**



# ST NICHOLAS C OF E MIDDLE SCHOOL NAME CAREERS STRATEGY

<b>Contents</b>	
<b>Introduction</b>	
<b>Purpose and aims</b>	
<b>Strategic Careers Leaders</b>	
<b>Our Careers Team</b>	
<b>Our Enterprise Adviser</b>	
<b>Our Current Position</b>	
<b>Our Objectives for 2022-23</b>	
<b>The Gatsby Benchmarks</b>	
<b>Timetable of planned careers related activities 2022/23</b>	
<b>Our Action Plan</b>	
<b>Careers Programme and Provider Access Policy</b>	
<b>Feedback</b>	
<b>Useful Links / Resources</b>	
<b>Appendix D</b>	

## INTRODUCTION

At the Pinvin Federation, we aim for every child to be happy, grow and flourish. We intend for all of our pupils to consider what they enjoy/are good at, think about their growth in terms of future career choices, and know what they need to do to flourish as they work towards these goals.

We believe that for a child to work hard and achieve their potential, they need to understand that the learning is purposeful. The teaching of Careers is a clear way to help pupils develop a knowledge of what the future holds, and see a clear path towards that future. Visualising the end goal provides a huge motivation for pupils to persevere and work hard, as the rewards for their hard work become clearer.

To help in raising the profile of potential career pathways, we weave the teaching of Careers into our daily curriculum, with Careers theme days, specific planning within PSHE to include Careers, and visiting speakers tailored to the pupils' interests. Each curriculum leader will plan lessons with Careers in mind - possible job options will be highlighted and discussed as we move through the curriculum.

# ST NICHOLAS C OF E MIDDLE SCHOOL CAREERS STRATEGY

## **Purpose and aims**

The Pinvin Federation is fully committed to ensuring that all of our pupils acquire the skills, knowledge and attitudes to manage their learning and career progression.

The Federation has already established a range of effective careers guidance activities which we hope will guide support our pupils to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out our key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our pupils. The aim is to ensure that pupils 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 pupils 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 careers strategy (July 2021). 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.

This strategy outlines our whole school approach to delivering careers guidance to all of our pupils throughout their journey through education. Careers activity will therefore take place across year 7 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

## ST NICHOLAS C OF E MIDDLE SCHOOL

### **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy St Nicholas C of E Middle School is required to have a designated member of staff named as our schools Strategic Careers Lead.

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

Mrs Tamsin Bowden has agreed to undertake this role.

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

Miss Teigan Mackenzie  
Mr Joseph Summers  
Mr Martin Davids

### **Our Enterprise Adviser/s**

*(currently being recruited – Dec 2022)*

Through the Worcestershire LEPs Enterprise Adviser Network St Nicholas C of E Middle School are delighted to have been assigned our own designated enterprise adviser/s.

(Enterprise Adviser Name) 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.....

ENTER SMALL  
ENTERPRISE ADVISER  
PROFILE PICTURE HERE

ENTER SHORT ENTERPRISE ADVISER BIO HERE.

NAME

COMPANY

POSITION

### **Current position at St Nicholas 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**

We have timetabled a course of 10 Careers session aimed specifically at our Key Stage Three cohort. These will take place partly during PSHE sessions, once a month throughout the school year. During, and in addition to these sessions we have planned:

- volunteer speakers from a range of employment sectors,
- a year 7 trip to the Skills Show in March,
- Stemworks Primary Challenge for year 5/6
- Fliss Reading from WCG (Pershore College) to talk about college courses.
- Kerry Davies from Worcestershire Apprenticeships
- Pershore Sea Cadets

#### **Teaching staff contribute to the delivery of careers guidance through:**

Discussing careers using their subject, any visits undertaken, and any extra-curricular activities where explicit discussion about workplaces and job roles can be included. PSHE planning will be adapted to provide more explicit links to Careers education.

#### **Local Employers contribute to the delivery of careers guidance through:**

Invitation to be part of our Careers sessions

#### **Parents contribute to the delivery of careers guidance through:**

Invitation to come into school and share their career paths and experience with our pupils; discussions at home using materials which are shared by the school, to encourage pupils to undertake a deeper consideration of careers and future options available.

#### **Partnership Arrangements and Employer Contacts**

St Nicholas 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 2022 to 2023**

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 our careers work is fully aligned to – and complements - the school's personal development and wellbeing agenda, so that students receive all-round support.
3. To further raise the profile of careers across the whole school.
4. 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.
5. To continue to strive towards meeting the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
6. 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.
7. To raise aspirations by ensuring all students have knowledge of routes into further education, higher education and apprenticeships (of all levels).
8. To ensure students are introduced to the concept of stereotypical thinking and the challenges it brings, and have the opportunity to discuss its impact on career decisions and choices.
9. 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.
10. 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.

### **Gatsby Benchmarks**

In line with the Department for Education's careers strategy, St Nicholas C of E Middle School aims to fulfill 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 have an understanding of 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.

## ST NICHOLAS C OF E MIDDLE SCHOOL

- 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 Nicholas 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 careers 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.

### **Action plan 2022/23**

Autumn Term 2022				
Year Group	Activity Description	Date	Covering Benchmark	RAG Status

## ST NICHOLAS C OF E MIDDLE SCHOOL

[illegible]

## Spring Term 2023

**ST NICHOLAS C OF E MIDDLE SCHOOL**

[illegible]

## Summer Term 2023

## ST NICHOLAS C OF E MIDDLE SCHOOL

[illegible]

## **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 Nicholas 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 **for Year 7**. 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*' (2018).

### **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 Nicholas C of E Middle School 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:

Mrs Tamsin Bowden  
Lead teacher of MFL, Careers Lead  
01386 554 196  
tbowden@pinvinfed.co.uk



### **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 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**

A provider wishing to request access should contact the school office:

Telephone: 01386 554 196

Email: [office@pinvinfed.co.uk](mailto:office@pinvinfed.co.uk)

## **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/Advisor 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/Advisor or a member of their team.

All requests will be given due consideration by St Nicholas C of E Middle School and Senior Leadership 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 Nicholas 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.

## **Useful links / Resources**

The Careers Enterprise  
Company

<https://www.careersandenterprise.co.uk/>

The Careers and Enterprise  
Company Resource Directory

<https://resources.careersandenterprise.co.uk/>

## ST NICHOLAS C OF E MIDDLE SCHOOL

Gatsby Foundation	<a href="http://www.gatsby.org.uk/education/focus-areas/good-career-guidance">http://www.gatsby.org.uk/education/focus-areas/good-career-guidance</a>
Post 16 Skills Plan	<a href="https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education">https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education</a>
Department of Education Careers Strategy	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf</a>
Skills For Worcestershire	<a href="http://www.skills4worcestershire.co.uk/">http://www.skills4worcestershire.co.uk/</a>
Government Careers Strategy December 2017	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf</a>
Government Careers Guidance and Access for Educationan and Training Providers July 2021	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf</a>
National Careers Service	<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>
UCAS (Universities and Colleges Admissions Service)	<a href="https://www.ucas.com/">https://www.ucas.com/</a>
Worcestershire Local Enterprise Partnership	<a href="http://www.wlep.co.uk/">http://www.wlep.co.uk/</a>
Worcestershire Apprenticeships	<a href="http://worcsapprenticeships.org.uk/">http://worcsapprenticeships.org.uk/</a>
HOW College	<a href="http://www.howcollege.ac.uk/">http://www.howcollege.ac.uk/</a>
Kidderminster College	<a href="http://kidderminster.ac.uk/">http://kidderminster.ac.uk/</a>
Warwickshire College Group	<a href="https://wcg.ac.uk/page/1/home">https://wcg.ac.uk/page/1/home</a>
Worcester University	<a href="https://www.worcester.ac.uk/">https://www.worcester.ac.uk/</a>