



# Careers Guidance

**Career Leader – Mrs Philippa Hartley [phartley@huntcliffschool.co.uk](mailto:phartley@huntcliffschool.co.uk)**

**Career Officer – Mrs Lisa Perry [lperry@huntcliffschool.co.uk](mailto:lperry@huntcliffschool.co.uk)**

## Aims

Young people are faced with a complex set of demands when making themselves ready for their future careers. Huntcliff aims to ensure that our students are self-confident, skilled and career-ready. This is achieved through a programme of activities that span every year group from Year 7 through to Year 11 and beyond...

## Key features:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits and access to mentors and career advisory staff
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available. This is typically speakers from the world of work who will come to school and meet students to explain their pathways
- Link with Career Enterprise Company and our Career Enterprise Advisor, Gary Toyne, EDF Energy and a Hub school both who make explicit to students the needs of employers
- Link with Gareth Mitchell from the DWP and Tina Jenkinson (LMI Project Manager, LMI Humber) who provide us with regular updates on local market information and a huge array of opportunities which we advertise to students
- Access to advice on options available at post-16 including apprenticeships and opportunities available from other post-16 providers
- Face-to-face advice and guidance to build confidence and motivation
- Co-ordinated support from external agencies including the local colleges and individual employers where students are vulnerable, have special educational needs or are at risk of becoming NEET
- Information on the financial support available to them post-16
- Information from DWP to develop a smoother pathway between education and work
- The opportunity to book a careers appointment with a trained specialist at school - this opportunity is available to all students in every year group
- Activities during form time in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Assembly programme of motivational speakers and guests to promote opportunities for careers.
- During Step Up days, opportunities to visit places of work and career fairs to find out information as well as covering activities around employability skills so students can practice possible interview activities such as presentation skills, team building, working with others and formal interviews.
- Gold Standard for careers
- Assembly updates and displays on local market information
- Access to a range of on-line materials to support research skills such as Plotr.

## Employer links

We have worked with many organisations in recent years to support students as they explore and prepare for their futures:

HETA, British Steel, EDF Energy, DWP, University of Hull, Bishop Grosseteste University, Humberside Fire and Rescue, Rotary Club Brigg, British Red Cross, NHS, Army, Sheffield Hallam University.

We hold the Gold Standard and are part of the Careers Enterprise network, working closely with colleagues from industry and the Careers Service. We gain considerable support from our Enterprise Advisor, Gary Toyne.

We are always interested in making new links. If you feel your organisation can support students in planning their future careers, please contact Philippa Hartley – Career Leader:

[phartley@huntcliffschool.co.uk](mailto:phartley@huntcliffschool.co.uk)

Students can also request a Careers appointment at any time here at the school. Please contact Lisa Perry, [lperry@huntcliffschool.co.uk](mailto:lperry@huntcliffschool.co.uk) for details.

## Career Provision

We work to adhere to the Gatsby benchmarks to ensure we offer the full range of opportunities for our students. Each year has a programme which has been re-designed to ensure all aspects of careers information, advice and guidance are covered and delivered by a range of staff, external specialists and guests each year. The careers aspects are delivered predominantly through a series of Step Up days as well as specific tutor time activities, assemblies and bespoke sessions for each year group. A summary is provided below.

**Year 7** – have input from The Careers & Enterprise Company, DWP, Enterprise Advisor, Armed Forces.

### **Developing yourself through careers, employability and enterprise:**

Skills covered: self-awareness (describe strengths & weaknesses); self-determination (positive stories on achievement): self-improvement as a learner (review of jobs and salaries)

### **Learning about careers and the world of work:**

Exploring careers and reasons why people choose them; start to explore the link between salary and qualifications as well as satisfaction. Brief introduction from the DWP into local careers market. Y7 look at the process of making choices about careers and businesses along with stereotyping. Employability activities around marketing and selling an item are undertaken so students can be creative, solve problems, work with others and develop their presentation skills. A brief outline of laws around age and employment and types of post 16 options are available.

### **Developing your career management, employability and enterprise skills:**

Start to consider the network of support; opportunity to access online resources; meeting the Enterprise Advisor and Careers & Enterprise Company for the first time; meet the Armed Forces for the first time; introduced to some of the skills and qualities employers are looking for; Enterprise Advisor shares insight into the world of employment; staff share their routes in to work; planning & deciding as part of report review activities and lessons; introduction into managing self for interview (Game face) and being selected (simulation exercise)

**New for 2018-19:** Children's University – Huntcliff will join the collaboration with North Lindsey College to participate in the Children's University beginning in Y7 with the intention to extent this in future.

**Year 8** – have input from The Careers & Enterprise Company, DWP, Enterprise Advisor, Armed Forces, North Lindsey College, John Leggott College, Lincoln College and Ruth Henderson, Careers Advisor. A Roadshow event from North Lindsey College, Performance in Education from Hull University are additional events in preparation for the Options process along with a range of assemblies to help students make informed choices. Subjects also show short clips relating to jobs and careers within their subjects as part of the run up to options.

**Developing yourself through careers, employability and enterprise:**

Skills covered: self-awareness (describe strengths & weaknesses); self-determination (positive stories on achievement and how this links with their subjects today and possible options); self-improvement as a learner (review of jobs and salaries, Q & A sessions with employers as part of roadshow and step up days)

**Learning about careers and the world of work:**

Exploring careers and reasons why people choose them linking them to subject choices and strengths and weaknesses; explore the links between salary, qualifications and satisfaction and how these will change over a working life. Opportunity to learn about business from our Enterprise Advisor and staff sharing their working lives (college staff are excellent as they have such varied backgrounds, supported by key staff involved on the step up day). DWP information on local careers market and opportunities to explore research on jobs through Plotr, Career Coach, national apprenticeship website and college websites and their courses etc. Y8 also have discussions with teaching staff around option choices and which are compulsory and why. There are opportunities for students to ask questions and seek advice on the appropriateness of choices based on their attitude, aptitude and understanding of the course content. This enables them to look at the process of making choices. Employability activities around team work, communication, types of learning are key in Y8 along with problem solving and thinking skills and form a significant part of the Careers Step up day. The college staff and Careers Advisor Ruth Henderson also talk to small groups about choices in relation to future careers and local market information as well as good and bad reasons to take particular subjects. Apprenticeships are clearly explained as well as the options for all children at the end of year 11 (post 16).

Options Evening, held annually is also a good opportunity for parents and carers to hear the same messages and to have discussions with staff and children about the various course choices available. College careers staff attend this event and are there to help support the process and answer any questions or concerns about post 16. As part of this evening, you will be given an options booklet containing course details and helpful advice about careers information, advice and guidance as well as how to help prepare your child for GCSEs and how to support them further.

**Developing your career management, employability and enterprise skills:**

Explore and make explicit the network of support available in Y8; further opportunities to access online resources; Q & A sessions with the Enterprise Advisor and Careers & Enterprise Company and opportunities to discuss ideas with careers staff from the local colleges as well as Ruth Henderson, our independent Careers Advisor. Employers are offered the opportunity to come to join us for the Step Up day as well as DWP, Apprenticeship and the Armed Forces. Time is spent looking at strengths and weaknesses and the ways in which children like to learn and this is compared to different courses on offer. introduced to budgeting and basic financial management – how taxes and national insurance etc impact upon the take home salary; planning & deciding as part of report review activities and lessons as well as discussions with teaching staff at Parents' Evening. Students are helped to set targets throughout the year and this is reflected as part of the options process.

**New for 2018-19:** We are hoping to hold an extra careers fair of our own to give the students an opportunity to discuss jobs and careers with college staff and employers prior to Y8 making their Key Stage 4 choices.

**Year 9** – have input from The Careers & Enterprise Company, DWP, Enterprise Advisor, Armed Forces, North Lindsey College, John Leggott College, Lincoln College and Ruth Henderson, Careers Advisor. Bishop Grosseteste University work begins with our targeted Steps to Success programme aimed at raising students' aspirations to go to university.

**Developing yourself through careers, employability and enterprise:**

Skills covered: self-awareness (describe strengths & weaknesses in relation to occupations and courses being studied); self-determination (reflection on current achievement and target setting going forward: self-improvement as a learner (review of progress in relation to attitude and study habits and the link to jobs and salaries, Q & A sessions with employers and apprenticeship providers during step up days along with links with past students)

**Learning about careers and the world of work:**

Exploring careers be able to explain possible career routes in relation to their like, dislikes, strengths and weaknesses in attainment and achievement; explore the links between skills they are learning and employability and link this to what they are doing to supplement their qualifications with through such activities as Enrichment. Opportunities for research on careers and labour market information are more sophisticated than in the younger years and students can access interviews with Ruth Henderson or have a drop in session at lunch or break when she is in school. Appointments can be made with Lisa Perry. Aspects of health and safety at work are covered as part of step up days so students understand their rights and responsibilities as well as topics around stereotyping and discrimination.

**Developing your career management, employability and enterprise skills:**

Students continue to explore the network of support available in Y9; further opportunities to access online resources; Q & A sessions with the Enterprise Advisor, Careers & Enterprise Company and opportunities to discuss ideas with careers staff from the local colleges as well as Ruth Henderson, our independent Careers Advisor. Employers are offered the opportunity to come to join us for the Step Up day as well as DWP, Apprenticeship and the Armed Forces. North Lindsey College also support this day with employability skills workshops where children take a hands-on practical approach to working with others, team work, communication and problem solving. A key aspects is social media and online footprint to ensure students do not damage their future job roles through inappropriate on-line activity. This is also reinforced through other areas of the curriculum (ICT and assemblies).

**New for 2018-19:** The extra careers fair will be open to Y9 to given them additional opportunities to meet employers and discuss future job opportunities.

**Year 10** – have input from The Careers & Enterprise Company, DWP, Enterprise Advisor, Armed Forces, North Lindsey College, John Leggott College, Lincoln College and Ruth Henderson, Careers Advisor. Bishop Grosseteste University work continues with our Steps to Success programme aimed at raising students' aspirations to go to university.

**Developing yourself through careers, employability and enterprise:**

Skills covered: self-awareness (describe strengths & weaknesses in relation to occupations and courses being studied – more students have a greater awareness at this stage); self-determination (reflection on current achievement and target setting going forward in relation to GCSE entry in Y10 for English Literature: self-improvement as a learner (review of progress in relation to current GCSE trajectory and the link to post 16 options, Q & A sessions with employers and apprenticeship providers during step up days along with links with past students). Many students have the opportunity to be mentored to support them with their personal learning targets.

**Learning about careers and the world of work:**

Students are able to reflect upon their current progress in school with the future plans for post 16 considering their current successes. Each student has a careers interview and an opportunity to work with Ruth to develop an action plan which highlights areas to develop to build the portfolio of achievement.

Opportunities to further research are provided and bespoke websites for identified interests are given to them as part of the interview process. Drop in sessions at lunch or break are available within careers or appointments made with Lisa Perry.

### **Developing your career management, employability and enterprise skills:**

A key component of the Y10 programme is budgeting and understanding the financial implications of jobs and post 16 choices. Students are given budget information from which they must understand the deductions and all key terms associated with this unit. They simulate living on a fixed budget and must make financial decisions around this. These decisions are linked to salaries and jobs. Students explore all the terminology regarding taxation and pay slips. Students are given the opportunity to find out greater depth around apprenticeships and also to visit employers. Employers visit school as part of our programme and these vary year by year depending on the nature of the year group and their areas of interest. All Y10 take part in two separate taster days at the local colleges, with the option to do a third with Lincoln if numbers permit.

**New for 2018-19: Building My Skills** - this is a year-long employability skills programme which provides students with a rounded introduction to the world of work through regular timetabled business engagement sessions as part of the curriculum. This will be delivered through the Esh Group. Following an introductory session there will be four key sessions for Y10 to include the following:

Session 1 – My pathway (exploring their preferred route)

Session 2 – Online appearance

Session 3 – Job applications

Session 4 – Preparing for Interviews

Students who complete their employability portfolio and attend all sessions are offered a place at a regional mock interview day. The Esh group will work with over 130 businesses from 25 sectors to deliver Building My Skills in 80 schools across our operational regions.

## **Year 11**

The programme in Y11 focuses around meeting individual needs and we offer a differentiated series of activities. All students are supported in writing CVs, application form and preparation for interviews. Students can select additional support for interviews, or for apprenticeships, revisions skills and techniques etc depending on their area of need. Further independent advice and guidance is made available throughout the year. Most Y11 students have a mentor. Y11 have weekly assemblies dedicated to their futures. Talks around raising aspirations, motivational speakers, information about labour market are made available. Weekly job opportunities are posted on the screen or emailed directly to individuals and displayed on noticeboards. Y11 are also given the opportunity to evaluate previous careers work and ask for additional aspects to be covered. These are carefully considered.

Each activity is evaluated and support is sought from the Careers Enterprise Advisor on a regular basis to ensure the latest information and opportunities are provided for our students. Huntcliff is part of the Hub and attends all network meetings to stay up to date with local developments.

### **Key Assemblies & Talks:**

Talks are given annually from the following:

**North Lindsey College**

**John Leggott College**

**The Grimsby Institute**

**Lincoln College**

**The Engineering UTC Northern Lincolnshire**

The colleges are all offered the opportunity to meet formally with Y11 to give an overview of the opportunities and courses available. We advertise all open days and evenings and encourage our students to visit more than one institution prior to making informed decisions. We meet with key staff from each

college to discuss what services they can offer us to support our students. This can range from taster days to bespoke one to one programmes to suit individual needs. We are fortunate to have such excellent support from them all. The colleges support our Step Up days by attending these and offering sessions to our students.

**The National Apprenticeship Service**  
**The Department for Work and Pensions**  
**The Armed Forces**

### **The National Apprenticeship Service**

National Citizen Service (NCS) is open to all Y11 and each year we have an assembly to inform Y11 of the opportunities and encourage them to participate. We invite the NCS team back to recap and remind students of the fantastic opportunity this affords them. Usually @ 12 students take up the opportunity from Huntcliff each year.

How can the NCS benefit our students?

The NCS helps build skills for work and life, while taking on new challenges and meeting new friends. It runs in the summer holidays following exams and prior to moving to your post 16 choice and is usually a four week project. This will involve a short time away from home and taking part in a team project that will help the community.

NCS brings together young people from different backgrounds and helps them develop greater confidence, self-awareness and responsibility. It encourages personal and social development by working on skills like leadership, teamwork and communication.

Participants develop a social action project to deal with a local issue they're passionate about, and spend 30 hours putting the project into action in their community.

Talks are given by a range of guests each year. Many are ex pupils who like to share their routes into work and employment. Others come from recommendations from NLEC colleagues, many of whom specialise in inspirational talks to students. This will include entrepreneurs who can explain how to set up your own business and dispel some of the myths about so doing; others work in high-flying roles such as the European Space Agency; others provide inspiration through fundraising (Kris King). We are always seeking new speakers and please contact us if you can recommend someone.

### **Other opportunities for smaller groups/target students:**

Additionally 15 pupils in Y9-11 will be offered the opportunity below:

Young Enterprise is the UK's leading enterprise and financial education charity reaching over 250,000 young people every year. We make the connection between school and the world of work, enabling young people to develop the knowledge and attitudes they need to succeed, building on 8 key skills: **Communication, Confidence, Financial Capability, Initiative, Organisation, Problem-solving, Teamwork and Resilience.**

Company Programme enables participants to experience what it's like to set up and run a student company. Running for a **minimum of 12 weeks** and potentially over an entire academic year, students meet for 1 hour per week, and make all the decisions about their enterprise, from deciding on the name and product to creating a business plan, managing the student company finances and selling to the public at trade fairs and online via YE's Marketplace. **Up to 15 students** can take part in this fully funded programme. Young Enterprise will recruit a local Business Adviser to support the programme, by mentoring the students and sharing knowledge and expertise about the world of work. A range of

resources are provided to help manage the company, and students can even compete against other schools in local, regional and national competitions.

### **LiNCHigher programme (years 7-9)**

LiNCHigher is a collaborative outreach programme for Lincolnshire, with the central project team working in partnership with a number of regional Further and Higher Education Providers. The aim of the project is to increase aspirations amongst young people and target particular wards across the country, with the overall outcome being to meet government targets of improving access to level four qualifications, either via a Higher Education or Degree Apprenticeship route.