



St. George's School
A Church of England Academy

Careers Plan

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Sheet 1 – Development priorities

Development priorities				Date: 2018-19
GOALS (What your main goals are)	LED BY? (Who will lead on each goal?)	RESOURCES (What resources will you need?)	BY WHEN? (When do you aim to achieve this goal?)	SUCCESS CRITERIA (How will you know that you have been successful?)
1. Support teachers to embed careers information into their lessons and subjects. Starting with Computing as pilot.	TM	HOD & Post 16 provider support.	Pilot group to start Autumn 2018	Evidence of careers information in SOW. Pupil voice on careers activity.
2. Providing all young pupils with opportunities for face-to-face, impartial and independent guidance. Explore new software to allow pupils to map career related activity.	TM	Additional days with Phil Palfrey our guidance professional. Introduce Start.Com as a resource to support careers.	Spring 2019	Career planning progression for each pupil to map career thoughts and plans from yr 7 -11.
3. Use pupil voice to review and support careers advice and guidance plan.	TM	Talk to focus groups.	2018 Autumn Term	To check that what we provide is what the pupils feel they need and to address any gaps in provision.
4. Engage with parents more as part of the career planning process. Greater use of email with parents sharing careers related information.	TM	Post 16 providers Combine with LPPA	2018-19 Autumn term with parents. Via Careers Convention	Engagement and feedback from parents
5. Complete audit on Compass toolkit to assess progress against Gatsby Benchmark tracker.	TM	Compass toolkit	Summer term with Enterprise Co-ordinator	Benchmarked significantly above National average in all areas. Achieved and results will inform next year's actions
6. Use St George's Alumni to enhance careers provision World of work day for	TM		Summer Term 2017-18	Pupil feedback from sessions using Alumni. Pupil voice.

years 7				
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Sheet 2 – Audit of provision

Audit				
		What works well?	What could we stop doing?	What else needs to be done?
1.1	Providing effective leadership, management and promotion of CEIAG	Work between school and our independent guidance provider.		Updated annual careers plan to outline careers work carried out across school.
1.2	Ensuring appropriate initial staff training and continuing professional development (CPD) to secure the competence required of all staff involved in the learning provider's CEIAG provision	Tutors attending options event. Tutor time college talks.		Work to encourage more careers information in subjects.
1.3	Providing a careers education and work-related learning curriculum, careers information and careers advice and guidance	Work Experience Yr10 Yr 8 Your Future Your Choice Event Yr 9 De Puy supported Healthcare and Life Science Event		More in school opportunities to meet with different employers and to learn about careers routes and career sector opportunities.
1.4	Securing independent and impartial careers advice and guidance for young people	1to1 interviews yr.11 Group guidance yr.9 & yr.10		Look to extend group guidance to Yr. 8
1.5	Working with external partners and agencies	Work experience Relationships with FE providers University of Cumbria ASK Apprenticeship service DWP Enterprise Advisor		Develop further links through Enterprise Partnerships
1.6	Involving and supporting families and carers	Careers Convention FE providers at		Greater opportunities to provide guidance to parents

		consultation evening s year 8, 9, 10& 11		on HE
1.7	Monitoring, reviewing, evaluating and developing provision	Audit of interest in yr 10 to help inform guidance.		More pupil voice evaluation of events.
1.8	Measuring the impact of provision (including evidence of learning outcomes and progression)	Destination Data		Greater evaluation around pupil's option choices.

Sheet 3- Summary of provision

Summary of provision		
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
Whole School	New resource funded by Careers Enterprise Funding Alumni Development: Digital toolkit to manage the alumni relationships and alumni officer to support and help plan activity 2 World of work days using the alumni contacts created. Project based days with alumni supporting Register pupils on STAR from U-Xplore careers site.	Careers Library permanent whole school resource. Place to research careers and source latest careers literature. 8, 9 & 10 Careers information available for form use. Literature from FE & HE. College group resource can be used to support SMSC and general CEIAG activity and enquiry. Good stock of FE & HE prospectuses available to forms
Year 7	SMSC Self Awareness strengths Autumn term, reflection self-awareness SMSC Extra interests and hobbies and link to careers Spring Term. Awareness of the importance of getting involved and developing skills SMSC Self Review Summer Term reflection self-awareness SMSC Visitor week HE theme Summer term HE awareness	World of work day using the alumni contacts created. Project based days with alumni supporting Summer 18
Year 8	SMSC Self review: Spring term Reflection self-awareness SMSC Stereotyping Summer term, Awareness of stereotyping SMSC Visitor HE theme summer term HE awareness	Careers small group meeting PP pupils: Summer term whole year group. To discuss early career thoughts and options for the future. SMSC SWOT Analysis Summer Term Self-assessment and

	World of Work Careers Event Careers and Enterprise Funded	awareness of skills linked to jobs Our Future Our Choice Options Event. To showcase careers linked to subjects. January Pre options Greater consideration of where options choices can lead you Options evening. All HOD attend to discuss option choice subjects, whole year and parents. Advice and guidance on options process and choices.
Year 9	SMSC Skills Review – Self awareness Autumn Term Awareness and assessment of skills SMSC 5 sessions on Decision making skills Spring term / summer term. How we take decisions and thinking / debating a decision. SMSC Self review: Summer term, self-awareness SMSC SWOT analysis: Summer term, self-awareness	Careers Advisor group guidance PP pupils for options Spring term PP Cohort Supports correct options. SMSC Job Quiz: Summer term, opportunity awareness Employability Master class : World of work employability master class for whole year group. Focusing on LEP priority areas where there are potential skills gaps. Uni of Cumbria Mentoring and visit enrichment activity for a small group.
Year 10	Workplace Health & Safety Session -Pre work Experience Whole year group for placement preparation and awareness of workplace health and safety. College, sixth form, training provider taster opportunities. Summer Term Whole year group various options to visit post 16 providers Greater opportunity awareness and aspiration development. Work Experience 1 week placement open to all yr 10 pupils. Summer Term Whole year. Awareness of work and skill development. SMSC Visitor week HE theme. Summer term, whole year. HE awareness	Group interviews with Independent Careers advisor Summer Term Whole Year Early discussion around post yr 11 options and routes. Careers Convention November Years 10 & 11 + parents invited. Opportunity awareness HE talks Lancaster, Summer Term Able and first in family targeted. HE Awareness raising. Mock Interview Whole year mock interviews with EBP NW part of Careers and enterprise funding Spring term. Aim to continue with alumni and business volunteers taster visit opportunities to FE providers in the Summer Term
Year 11	SMSC Letters of application Autumn Term Whole year Career planning SMSC: Which job will I get? Summer term Whole year Opportunity awareness and planning	1 to 1 Careers interviews with Independent Careers Advisor Autumn/ Spring term Whole year. Post 16 action planning Careers Convention Autumn Term Whole year invite and parents Post16 opportunity awareness

	<p>SMSC Interviews Spring Term, whole year application Support</p> <p>SMSC CV writing: Autumn Term, whole year application support</p> <p>SMSC Financial planning /wages: Summer term whole year Financial planning/ awareness</p> <p>SMSC Visitor week HE theme Spring term Whole year HE awareness</p> <p>Post 16 provider campus/ site visits various Targeted transition support SEN/ LAC PP. potential NEET as required Transition support</p>	<p>Post 16 provider talks Autumn & Spring term Menu of talks some whole year some opt in Post16 opportunity awareness.</p> <p>Monthly post 16 drop in sessions B&FC & BSF others various dates. Autumn & Spring term Open to whole year. Application support</p> <p>In school interviews BSF and B&FC Additional Guidance SEND pupils. Transition plans to be completed by Phil Palfrey after withdrawal of LA provision</p> <p>LAC Pupils : Additional guidance and transition plan by authority Ian Carr to facilitate with liaison with Mrs Milner</p>
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Sheet 4 -Calendar of main activities and events

Time of Year	KS3	KS4
Ongoing	Careers Library in Hub Careers Advisor available weekly drop in. SMSC activities weekly	Careers Library in Hub Monthly FE drop in yr 10&11 Careers Advisor available weekly drop in. SMSC activities weekly
September	BAE Maths challenge yr 7 & 8 Employability Masterclass Year 9	FE Talks to yr. 11, Drop in Guidance, 1to1 interviews. Yr.11 Cambridge talk to able yr. 10&11
October		FE Talks to yr. 11, Drop in Guidance, 1to1 interviews Yr.11 HE Russell Group yr 10&11
November	Stem Challenge yr. 9 team.	Careers Convention years 10&11 and parents
December	Options trawl, Drop in guidance.	1to1 interviews. Yr.11 FE presence parents evenings
January	Your Future Your Choice Options Event for year 8 FE Decision Making session delivered by college	1to1 interviews. Yr.11 SEN / LAC transition guidance interviews 1to1 Regional Final Premier league Enterprise Competition Mock interviews all year 10
	Uni of Cumbria HE mentor project yr 9	College and Sixth Form Interviews in School.

February	Small group guidance SEN /LAC guidance interviews 1to1 FE presence parents evening/careers advisor options evening. Options Evening parents and pupils	Stem Challenge yr 10 team SEN transition guidance interviews 1to1
March	Yr9 Science Event Manchester Regional Final Stem Challenge yr9 team.	Apprenticeship application support for yr.11
April	LAC college visit yr 9 group. Uni of Cumbria Visit	Group guidance interviews yr 10
May	Campus visit year 9 PP cohort	Group guidance interviews yr 10
June / July	Proposed yr 8 small group guidance/ review	Health & Safety and Pre Placement work yr. 10. Work Experience yr 10 Group guidance interviews yr 10. FE talks yr 10 FE Campus Visits

Sheet 5- Evaluation schedule

Evaluation schedule		
Evaluation focus	Evaluation methods	When?
<p>Autumn Term Previous Yr. 11 Destination information</p> <p>Record activity on the Compass Tracker to benchmark against Gatsby</p>	<p>Collate information from local FE providers. Work with Connexions Blackpool to track pupils' destinations.</p>	<p>September/ October</p> <p>Ongoing all year</p>
<p>Spring Term Post 16 plans. Check all pupils have proposed destination.</p> <p>Options Review</p> <p>Pupil Voice yr. 9</p>	<p>Check all pupils have proposed destination and have had guidance to support the process.</p> <p>Check action plans pupils make with Careers Advisor for concerns over guidance needs. Check option choices once in. Focus on LAC/ PP/ Able and pathways chosen Qualitative feedback sought through conversations on this year's option process and guidance.</p>	<p>January/ February prior to interviews.</p> <p>February/ March yr 9 April /May year 8</p> <p>June</p>
<p>Summer Term Work Experience Review Audit year 10</p>	<p>Questionnaire review of work experience Review of proposed destinations from guidance groups to confirm areas of interest to inform career provision and planning.</p>	<p>Early July</p>

Sheet 6 -Roles and responsibilities

Roles and responsibilities	
Roles	Responsibilities
Governors and SLT	To review destination information and allocate funding to provide careers provision. To agree the careers plan.
Senior leader with overall responsibility for careers provision / career co-ordinator	To oversee, plan and deliver careers input for school. Liaise and manage our Independent Careers Advisor to get the best value from his time for pupils and school. To check on post 16 planning of yr. 11. Year 9 pupils' options in relation to guidance and aspirations. To co-ordinate and arrange external partners to work with pupils in support of careers. To organise enrichment to support aspiration, increase knowledge of options and provide career inspiration.
SENDCO	To liaise with LA Careers advisor in support of pupils with SEND and to ensure they receive support for transition. Review option choices in relation to career aspiration of SEND pupils. Working closely with Senior Leader for Careers
Careers adviser	To provide impartial guidance to identified groups. Create an action plan with each 1to1 interview and keep a copy on file. Log proposed destination and interview information. Work closely with SLT lead for careers to plan and review provision.
College Tutors	To support the careers and work experience process within college time. Delivering SMSC sessions, disseminating information and attending organised provision with their college groups. Signposting pupils with careers questions.
Teachers and teaching support staff	To signpost pupils. To help encourage aspirations by including careers information related to their subject area where possible. Make links to topics and their relevance
Pastoral and pastoral support staff	To signpost pupils requesting information to the careers lead and careers advisor. Passing concerns about individual additional support needs to careers lead.