



# Hodge Hill Girls' School

## Careers Strategy Policy 2019-2020

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Role of person completing review:	Careers Lead
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Additional notes:	



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# Careers' Strategy Policy

## Hodge Hill Girls School, 2019-2020

### **Introduction**

This policy statement 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 8-13 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.

Our named Careers' Leader is Ms. Nazish. She can be contacted on 0121 464 3094 or [n.nazish@hodgehgs.bham.sch.uk](mailto:n.nazish@hodgehgs.bham.sch.uk). Ms. Nazish is responsible for the school's delivery of the careers' strategy.

### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our Careers Leader (details above) to identify the most suitable opportunity for you.

### **Premises and facilities**

The school will make the ILZ, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Our Careers' Strategy is developed in line with the Gatsby benchmarks.

'Learn to Work', based at Joseph Chamberlain College, support the delivery of our Careers' Strategy through enabling the provision of a careers' advisor and work experience.

### **The Gatsby Benchmarks**

#### **Benchmark 1: A Stable Careers Programme**

*Every school and college should have an embedded programme of career education and guidance that is known and understood by Students, parents, teachers, governors and employers.*

#### **Benchmark 2: Learning from Career and Labour Market Information**

*Every Student and their parents should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information*

#### **Benchmark 3: Addressing the Needs of Each Student**

*Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.*

#### **Benchmark 4: Linking Curriculum Learning to Careers**

*All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of careers paths.*

#### **Benchmark 5: Encounters with Employers and Employees**

*Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.*

#### **Benchmark 6: Experiences of Workplaces**

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

#### **Benchmark 7: Encounters with Further and Higher Education**

*All Students 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.*

### **Benchmark 8: Personal Guidance**

*Every Student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.*

## **Year 7**

- Pupils develop an awareness of ‘community’ and the importance of employment opportunities being available in the local area as part of the PSHCE programme.
- Pupils develop an awareness of citizenship and the qualities of good and bad citizens as part of the PSHCE programme.
- Pupils develop an understanding of financial management – including overdrafts, debit and credit cards – and how expenditure needs to be linked to income.
- ‘Aspirations Day’ focus for Year 7 is ‘Thinking About my Future’.
- Pupils are able to attend workshops and enrichment sessions offered by external providers and facilitated by school to support awareness of future pathways and careers.
- Growth Mindset workshops to support pupil aspirations for targeted pupils.
- Pupils are able to attend drop-in sessions with our Learn to Work Careers’ Advisor in school.
- Pupils can request or be directed towards specific careers’ guidance interviews with our Learn to Work Careers’ Advisor in school.
- STEAM focus week to correspond with Science Week includes opportunities to raise further awareness of STEAM-specific careers.
- Pupils have opportunities to use Kudos software

## Year 8

- 'Think Future' as part of the PSHCE programme enables pupils to explore their skills and how they could use these to support their chosen careers.
- Awareness and development of resilience and emotional well-being as part of the PSHCE programme to support successful futures.
- Awareness and development of enterprise skills as part of the PSHCE programme.
- Growth Mindset workshops to support pupil aspirations for targeted pupils.
- Pupils are able to attend drop-in sessions with our Learn to Work Careers' Advisor in school.
- Pupils can request or be directed towards specific careers' guidance interviews with our Learn to Work Careers' Advisor in school.
- Pupils are able to attend workshops and enrichment sessions offered by external providers and facilitated by school to support awareness of future pathways and careers.
- STEAM focus week to correspond with Science Week includes opportunities to raise further awareness of STEAM-specific careers.
- Pupils take part in the NHS careers competitions, investigating the variety of careers within the NHS.
- Pupils have opportunities to use Kudos software.

## Year 9

- Careers' lessons as part of PSHCE lessons focus on further development of Year 8 learning about personal skill awareness and potentially matching these to appropriate careers.
- PSHCE, assemblies and individual subjects raise awareness and support pupil understanding of Key Stage 4 pathways to support future career aspirations.
- Civic Project and enterprise activities as part of PSHCE lessons enables pupils to develop teamwork, communication and presentation skills.
- 'Aspirations Day' focus for Year 9 is 'How will I ensure I succeed in the future?'
- Growth Mindset workshops to support pupil aspirations for targeted pupils.
- Pupils can request or be directed towards specific careers' guidance interviews with our Learn to Work Careers' Advisor in school.
- Attend Careers Convention on Aspirations day
- Take part in the NHS careers competition
- Use the Kudos software
- Pupils are able to attend drop-in sessions with our Learn to Work Careers' Advisor in school.
- Pupils are able to attend workshops and enrichment sessions offered by external providers and facilitated by school to support awareness of future pathways and careers.
- STEAM focus week to correspond with Science Week includes opportunities to raise further awareness of STEAM-specific careers.

## Year 10

- Pupils participate in a week of Work Experience, led and facilitated by Learn to Work in partnership with the school's Careers' Leader and pastoral staff. As part of this process, Learn to Work staff lead a series of school assemblies to support pupil preparation for work experience.
- All Year 10 pupils receive a timetabled careers' interview with our Learn to Work Careers' Advisor in school.
- Pupils are able to attend drop-in session with our Learn to Work Careers' Advisor in school.
- 'Aspirations Day' focus for Year 10 is preparation for Work Experience; this includes, later in the school year, interviews with professionals from the world of work who provide feedback on pupil performance in work-related interview sessions.
- Pupils participate in the 'Careers' Convention' as part of Aspirations Day.
- PSHCE lessons support the development of CV writing skills, personal statements for post-16 education and preparations for interviews. Enterprise skills are further developed in PSHCE, with a particular focus on teamwork, presentation and marketing skills.
- Princes' Trust 'Mosaic' programme run by Princes' Trust and school pastoral staff for targeted pupils.
- Growth Mindset workshops to support pupil aspirations for targeted pupils.
- Pupils use Kudos to access a range of carers based on their likes and dislikes
- Pupils are able to attend workshops and enrichment sessions offered by external providers and facilitated by school to support awareness of future pathways and careers.
- STEAM focus week to correspond with Science Week includes opportunities to raise further awareness of STEAM-specific careers.
- Pupils visit Joseph Chamberlain College for the day to learn about post-16 education and preparation in courses of their choosing.



## Year 11

- Pupils evaluate and participate in reward activities linked to their Year 10 Work Experience placement.
- PSHCE lessons and 'Aspirations Day' support the college application process and exploration of available options after the end of Key Stage 4; this could include workshops on apprenticeships and university education.
- Growth Mindset workshops to support pupil aspirations for targeted pupils.
- Pupils are able to attend workshops and enrichment sessions offered by external providers and facilitated by school to support awareness of future pathways and careers.
- STEAM focus week to correspond with Science Week includes opportunities to raise further awareness of STEAM-specific careers.
- Pupils can request or be directed towards specific careers' guidance interviews with our Learn to Work Careers' Advisor in school.
- Pupils are able to attend drop-in session with our Learn to Work Careers' Advisor in school.

***All subject areas make reference to and discuss career opportunities specific to individual areas, as well as exploring the transferable enabling skills which each enables pupils to develop across all year groups. The PSHCE programme plays a key role in supporting the delivery of the Careers' Strategy. Pupils with SEND are further supported by staff in Learning Support; our school SENCo liaises with our Careers' Leader, Learn to Work staff and additional outside agencies for pupils as necessary.***

## **Monthly plan of Careers activities within HHGS**

### September

Introducing pupils to careers coordinator

Year 11 Post 16 evening

### October

Labour market information month. Destinations data completed and sent to LEA.

### November

Work skills show for select number of year 10 pupils

Careers convention, Aspirations day

### December

Introduce the NHS careers competition to year 8 and 9 pupils

### January

Targeted pupils doing STEM related activities.

### February

NHS competition entries in

Apprenticeship week raising awareness.

### March

Careers week pupils are given a post it note to place onto a notice board, writing which career they wish to do in the future. Dress to work day, learning about which careers each subject has to offer on the lessons they have that day. Big bang fair.

### April

Visitor month, G+T, SEN and vulnerable group (potential NEETs) pupils targeted.

### May

Gender equality in the work place awareness month, something in forms for teachers to read out some facts/quiz

### June

Enterprise month (pupils undertake an enterprise task)/ practicing interviewing techniques with employers

### July

Careers booklets checked and handed in by all pupils/ teacher assessments/work experience

### Ongoing

Careers booklets in PSHCE

Sending out regular emails

Informing pupils of open days

Careers interviews

C&A days

Maintain careers section in the library

Updating careers board in the IC.

Job of the week (pupils emailed with a new job every week)

### **Approval and review**

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: []

Signed: *[name]* Chair of Governors *[name]* Head teacher

### **Further Information**

[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)

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Hodge Hill Girls School Provider Access Policy – available from <https://www.hodgehgs.bham.sch.uk/policies>