

# Beacon Hill Community School Careers Plan

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*September 2019*



## **Document Purpose**

This document sets out Cumbria Futures Federation careers plan for the current academic year. It is reviewed on an annual basis.

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## Introduction

Quality careers guidance is vital to providing young people with the right tools to navigate the landscape of education, training and employment that awaits them beyond secondary education. Qualifications such as GCSEs and A levels are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

This careers plan sets out how the federation intends to provide a quality careers programme across both schools. It outlines the resources available to students that will provide them with the knowledge, inspiration and ability to take ownership of their own career paths.

Based on the latest government guidance<sup>1</sup>, the plan sets out the school's approach to careers guidance. The main outcome will be progression to achieving the eight standards of the Gatsby benchmarks in the coming years<sup>2</sup>.

Careers education does not just mean informing students about their options after school but also how their school career will affect their futures. It is our statutory duty to ensure that all pupils receive independent, impartial advice and guidance regarding all options within school and how they will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after school.

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<sup>1</sup> "Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff"; Department for Education; January 2018

<sup>2</sup> "Good Career Guidance"; Gatsby Foundation; 2014

## Progress to date

Since Beacon Hill Community School first published its Careers Plan in the summer of 2018, both schools in the federation have made good progress. Overall progress of the school is measured using the nationally standard Compass tool from the Careers and Enterprise Company. Since the last measurement at the beginning of 2018, the following improvements have been made in each school:

### Solway Community School

- Careers plan now published online for teachers, employers and parents/carers
- All pupils now have access to Unifrog, allowing them to record and track their careers experiences
- Using Unifrog, core subjects (English, Maths, Science & PSHE) now link the curriculum to careers
- Pupils now have at least one encounter with an employer every year they are at school

### Beacon Hill Community School

- Pupils, parents and carers have access to up to date labour market information through Unifrog
- All pupils now have access to Unifrog, allowing them to record and track their careers experiences
- Using Unifrog, core subjects (English, Maths, Science & PSHE) now link the curriculum to careers
- Pupils now have at least one encounter with an employer every year they are at school

## Gatsby Benchmarks

The overall Gatsby benchmark results, as recorded through the Compass tool for each school are as follows:

	Solway Community School December 2018	Beacon Hill Community School July 2019
Benchmark 1	94%	52%
Benchmark 2	100%	100%
Benchmark 3	100%	81%
Benchmark 4	100%	75%
Benchmark 5	100%	100%
Benchmark 6	0%	100%
Benchmark 7	100%	100%
Benchmark 8	100%	100%

## 2018-19 Careers Goals

Our Careers Service Goals set out the key areas where we will focus our efforts this year. These are the things that we have identified as being the most important to help prepare our students for their next steps after leaving school. Some of these goals require work in both schools to deliver; others focus on addressing areas within one or other schools current capability.

Goal	Description	Link to Gatsby's Recommendations		Target Date	Success Criteria
<b>Measure the impact and gather feedback on careers provisions.</b>	Measure the impact of the services provided (including evidence of learning outcomes and progression) and gather feedback from students on the usefulness and effectiveness of individual provisions.	1. A stable careers programme	1.3. The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.	<b>July 20</b>	Feedback from parents, pupils and employers is used to review the careers programme
<b>Publish a common careers plan for the Cumbria Futures Federation</b>	We will work towards a common careers plan across both schools in the federation. It will be designed to develop the careers provision of both schools whilst maintaining two unique approaches to the curriculum	1. A stable careers programme	1.2. The careers programme will be published on the schools' website in a way that enables pupils, parents, teachers and employers to understand what the school offers in this area	<b>April 20</b>	Parents report that they feel engaged with the careers provision provided at the school
<b>Deliver our careers plan in a format accessible to students</b>	We will ensure the details of our careers provision are available in an accessible format for pupils at the school	1. A stable careers programme	1.2. The careers programme will be published on the schools' website in a way that enables pupils, parents, teachers and employers to understand what the school offers in this area	<b>April 20</b>	Unifrog contains details of careers provision within both schools
<b>Provide a work experience opportunity for every pupil in the federation</b>	All pupils will be given a one week work experience opportunity by the end of year 11 which stretches their aspirations for a future careers	6. Experiences of workplaces	6.1. By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.	<b>July 20</b>	Plan in place and has been implemented for the first year for every student to complete work experience in year 10

**Comment [AS1]:** This section to be updated by both schools

## Activities and Events

Students at Solway and Beacon Hill Schools have access to a range of events and activities focused on careers throughout their time at the school. Events and activities are selected and targeted on an annual basis to be appropriate for different age groups in the two schools, to support students in making informed choices throughout their time at the school. An example of experiences delivered within this programme are included below

Date	Year 11	Focus
October 2017	Personal careers interview for every Y11 student – Inspira	<ul style="list-style-type: none"> <li>• Individual Career Plans</li> <li>• Focus on Career Pathways</li> <li>• Students at risk of being NEET identified</li> </ul>
October 2017	Blue lights conference	<ul style="list-style-type: none"> <li>• Research into service industries.</li> </ul>
October/ November 2017	Hello Futures – Higher Education Workshops	<ul style="list-style-type: none"> <li>• Growth mind-set linked to studying</li> <li>• Study skills to facilitate memory and understanding.</li> <li>• Introduction to Higher Education</li> </ul>
November 2017	Army Presentation	<ul style="list-style-type: none"> <li>• The service that the army gives the country.</li> <li>• Careers and opportunities in the army</li> </ul>
December 2017	National Citizenship Presentation	<ul style="list-style-type: none"> <li>• To introduce the opportunities and the impact on employers of students who complete the national citizenship course.</li> </ul>
January 2018	GEN2 Presentation Sellafield LTD Presentation  Cyber Security Presentation	<ul style="list-style-type: none"> <li>• Careers in engineering</li> <li>• Careers in the Sellafield supply chain.</li> <li>• Careers in an innovative industry</li> </ul>
January 2018	Careers Evening	<ul style="list-style-type: none"> <li>• Training providers from 9 local industries and education bodies to offer CEIAG to students and parents</li> </ul>
January 2018	Inspira Apprenticeship Presentation	<ul style="list-style-type: none"> <li>• National presentation focusing on apprenticeships at L2, L3 and Degree Apprenticeships</li> </ul>
January 2018	Y11 Students at risk of NEET Career Interview – Inspira	<ul style="list-style-type: none"> <li>• Revisit individual career plan</li> </ul>
February 2018	Sixth Form visit from Nelson Thomlinson School, Wigton	<ul style="list-style-type: none"> <li>• Study skills, preparing for GCSE examinations</li> <li>• Studying at a Sixth Form</li> </ul>
March 2018	Y11 Students at risk of NEET Career Interview – Inspira	<ul style="list-style-type: none"> <li>• Revisit individual career plan</li> </ul>
September 2019	Blue lights conference	<ul style="list-style-type: none"> <li>• Research into service industries.</li> </ul>
October 2019	Year 11 preparation evening	<ul style="list-style-type: none"> <li>• An evening with various providers giving information to parents and students on the importance of year 11 and the next steps.</li> </ul>
October 2019	Prison service presentation	<ul style="list-style-type: none"> <li>• Presentation on crime including information and Q and A on opportunities within the prison service.</li> </ul>
Ongoing	Facebook Posts CEIAG Notice Board	<ul style="list-style-type: none"> <li>• CEIAG news</li> <li>• Apprenticeship advertisements</li> </ul>

- College Open Days

Date	Year 10	Focus
October/ November 2017	Hello Futures – Higher Education Workshops	<ul style="list-style-type: none"> <li>• Growth mind-set linked to studying</li> <li>• Study skills to facilitate memory and understanding.</li> <li>• Introduction to Higher Education</li> </ul>
November 2017	Army Presentation	<ul style="list-style-type: none"> <li>• The service that the army gives the country</li> <li>• Careers and opportunities in the army</li> </ul>
January 2018	Y11 Students at risk of NEET Career Interview - Inspira	<ul style="list-style-type: none"> <li>• Revisit individual career plan</li> </ul>
January 2018 February 2018	Career Pathway	<ul style="list-style-type: none"> <li>• U-Explore careers website</li> <li>• Completed modules</li> </ul>
February 2018 March 2018	Career Pathway	<ul style="list-style-type: none"> <li>• National Careers Service</li> <li>• Completed modules</li> </ul>
March 2018	Y11 Students at risk of NEET Career Interview - Inspira	<ul style="list-style-type: none"> <li>• Revisit individual career plan</li> </ul>
May 2018 July 2018	University of Cumbria Campus Visit Work Preparation Week	<ul style="list-style-type: none"> <li>• Introduction to Higher Education</li> <li>• Scaffold the World problem solving</li> <li>• CV and Interview Skills</li> <li>• Army Team Building Tasks</li> <li>• Employer Carousel</li> <li>• Lloyds Bank – Application Process and Budgeting</li> </ul>
October 2019	Prison service presentation	<ul style="list-style-type: none"> <li>• Presentation on crime including information and Q and A on opportunities within the prison service.</li> </ul>
October 2019	National Citizenship Presentation	<ul style="list-style-type: none"> <li>• To introduce the opportunities and the impact on employers of students who complete the national citizenship course.</li> </ul>
October 2019	Year 10 NCS Phase 1	<ul style="list-style-type: none"> <li>• Four day residential working on teamwork as well as other employability skills.</li> </ul>
November 2019	Year 10 NCS Phase 2	<ul style="list-style-type: none"> <li>• Students working on practical skills for employment. Including first aid and</li> </ul>

Date	Year 9	Focus
November 2017	Army Presentation	<ul style="list-style-type: none"> <li>• The service that the army gives the country</li> <li>• Careers and opportunities in the army</li> </ul>
October/ November 2017	Hello Futures – Higher Education Workshops	<ul style="list-style-type: none"> <li>• Growth mind-set linked to studying</li> <li>• Building a personal talent profile</li> <li>• Introduction to Higher Education</li> </ul>
December 2017	World of Work Day – Inspira	<ul style="list-style-type: none"> <li>• Introduction to career options and pathways.</li> <li>• Team building /problem solving tasks</li> <li>• Understanding the local economy</li> </ul>
January 2018	Career Pathway	<ul style="list-style-type: none"> <li>• U-Explore careers website</li> </ul>

<b>February 2018</b>		<ul style="list-style-type: none"> <li>Completed modules</li> </ul>
<b>March 2018</b>	Girls in STEM – Accenture	<ul style="list-style-type: none"> <li>National conference in Newcastle</li> </ul>
<b>May 2018</b>	University of Cumbria Campus Visit	<ul style="list-style-type: none"> <li>Introduction to Higher Education</li> </ul>
<b>October 2019</b>	Prison service presentation	<ul style="list-style-type: none"> <li>Presentation on crime including information and Q and A on opportunities within the prison service.</li> </ul>
<b>October 2019</b>	Parliament assembly and workshop	<ul style="list-style-type: none"> <li>Assembly on parliament and voting systems then workshops which included the role of an MP and how to pursue a career in politics.</li> </ul>
<b>November 2019</b>	Hello futures workshop	<ul style="list-style-type: none"> <li>Helping students identify their interests and different careers</li> </ul>
<b>December 2019</b>	World of Work day	<ul style="list-style-type: none"> <li>Hello futures identifying interests and careers</li> <li>Speed networking asking questions of various FE establishments</li> <li>Team work session</li> </ul>

Date	Year 8	Focus
<b>December 2017</b>	Career Pathway	<ul style="list-style-type: none"> <li>U-Explore careers website</li> <li>Completed modules</li> </ul>
<b>July 2018</b>	Introduction to team work	<ul style="list-style-type: none"> <li>Scaffold the world, problem solving</li> </ul>
<b>October 2019</b>	Prison service presentation	<ul style="list-style-type: none"> <li>Presentation on crime including information and Q and A on opportunities within the prison service.</li> </ul>
<b>October 2019</b>	Parliament assembly and workshop	<ul style="list-style-type: none"> <li>Assembly on parliament and voting systems then workshops which included the role of an MP and how to pursue a career in politics.</li> </ul>

Date	Year 7	Focus
<b>July 2018</b>	Introduction to team work	<ul style="list-style-type: none"> <li>Scaffold the world, problem solving</li> </ul>
<b>October 2019</b>	Prison service presentation	<ul style="list-style-type: none"> <li>Presentation on crime including information and Q and A on opportunities within the prison service.</li> </ul>

## Information and Self Help

Resources are available from across the web to help students wishing to explore their career options further.

Resource	Description
<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>	Provide information, advice and guidance to help you make decisions on learning, training and work
<a href="http://www.icould.com">www.icould.com</a>	Features films of real people talking about their careers and the route they took
<a href="http://www.careersbox.co.uk">www.careersbox.co.uk</a>	Free online library of careers related films, news and information
<a href="http://wwwucas.co.uk">wwwucas.co.uk</a>	Information about university courses and applications
<a href="http://ncfe.org.uk">http://ncfe.org.uk</a>	Information about careers and qualifications you need
<a href="http://www.successatschool.org">www.successatschool.org</a>	Lots of information about careers sectors, information and advice
<a href="http://www.plotr.co.uk">www.plotr.co.uk</a>	For 11-25 year olds with articles and expert advice, plus employer profiles
<a href="http://www.ratemyapprenticeship.co.uk">www.ratemyapprenticeship.co.uk</a>	Over 7000 reviews by school leavers on apprenticeships and lots of advice and opportunities.
<a href="http://www.getingofar.gov.uk">www.getingofar.gov.uk</a>	Information about apprenticeships with video clips and opportunities
<a href="http://www.healthcareers.nhs.uk">www.healthcareers.nhs.uk</a>	Lots of information, advice and guidance on careers in the NHS
<a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>	Aims to help young people make informed decisions showing opportunities outside of traditional university
<a href="http://www.parentalguidance.org.uk">www.parentalguidance.org.uk</a>	Careers information and advice for parents and carers
<a href="http://www.goconstruct.org">www.goconstruct.org</a>	Information about careers in the construction industry
<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>	For young people aged 13-16. CV Builder, job profiles and lots more.
<a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>	To learn about life skills, interview skills, application and CV writing
<a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a>	Information to help young people make informed decisions about careers
<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>	Information about volunteering in different sectors
<a href="http://www.bestcourse4me.com">www.bestcourse4me.com</a>	Independent and free information that shows links between what you study, what you can earn and what jobs are available
<a href="http://www.applytouni.com">www.applytouni.com</a>	Information about applying to university
<a href="http://unistats.direct.gov.uk">http://unistats.direct.gov.uk</a>	The official website for comparing universities.
<a href="http://www.how2become.com/resources/ultimate-guide-to-building-a-cv">www.how2become.com/resources/ultimate-guide-to-building-a-cv</a>	Information about how to write a winning CV
<a href="http://www.cumbrialep.co.uk">http://www.cumbrialep.co.uk</a>	The Cumbria Local Enterprise Partnership providing information about the current labour market.
<a href="https://www.inspira.org.uk">https://www.inspira.org.uk</a>	Information about the Labour market in Cumbria, what support is available
<a href="https://www.thestudentroom.co.uk">https://www.thestudentroom.co.uk</a>	The largest student community in the world, discussing universities, health, lifestyle, relationships and has free university application help

## Roles and Responsibilities

There are a number of roles within the school that have a responsibility to ensure successful delivery of this plan. Their responsibilities are summarised within this section.

### *SLT responsibilities*

- Ensure there is a named member of the SLT who has primary responsibility for Careers Guidance – Ian Williams
- Ensure the annual Careers Plan is completed and signed off by the end of September.
- Ensure that the agreed careers objectives are understood and implemented across the school.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Ensure the school meets and exceeds the statutory careers requirements.
- Provide support to the Careers Leader and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.

### *Senior Leader with overall responsibility for careers provision*

- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Work collaboratively with the Careers and Enterprise Adviser to maintain a strong link with local employers and to continuously improve on the careers service provided at the school.
- Act as the 'careers champion' to ensure that whole school acceptance of the careers plan is achieved!
- Complete a minimum of 1 days' work experience in a local business to understand how the school could best serve its business community.
- Audit current teaching practices in terms of careers delivery.
- Prepare and deliver the careers plan.
- Report termly progress to the SLT.
- Bring any problems that you are unable to resolve to the attention of the SLT.
- Ensure you engage with all your stakeholders including, Local Authority, Local Colleges and Universities, SLT, teachers, support staff, students, parents, local businesses and guest speakers.
- Put systems in place to ensure that you deliver measurable year on year improvements to the careers programme.
- Be the school focal point on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact their responsibilities.
- Conduct and report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.

### *Heads of House responsibilities*

- Take responsibility for careers education, information advice and guidance for their respective year groups, ensuring all students participate in year group CEIAG activities.
- Disseminate all CEIAG information to form tutors and ensuring all year students receive any advice needed.
- Support the Lead in Careers with delivery of activities and aspects of the program to ensure its effectiveness to all students.

*Teachers, form tutors and teaching support staff responsibilities*

- Ensure you are familiar with the school careers plan and its objectives.
- Ensure that career readiness and careers education are embedded in your lesson plans.
- Review your lesson plans in relation to linking to current jobs and career pathways.
- Monitor the effectiveness of your embedded activities and improve as necessary.
- Feedback specific student needs (or opportunities) to the Careers Leader.

*Administrative and support staff responsibilities*

- Support the careers leader in delivering the careers plan and achieving its objectives.
- Contribute towards the development of an atmosphere (within the school) of learning, confidence and ambition.
- Explore and adopt measures which enable you to deliver your services efficiently.

## **Evaluation**

Continuous improvement and evaluation of this careers plan will be carried out based on the Gatsby benchmarks and the Compass tool from The Careers & Enterprise Company. Each year should demonstrate quantitative progress towards 100% achievement of all targets.