

## **Careers Policy**

### **Purpose**

The Careers Policy at Robert Ogden School has been developed to incorporate the aims of the school and recent initiatives in careers education. The careers programme helps our pupils to understand their interests and strengths in relation to the work of work and lifelong education. Pupils, dependent on ability, also learn about different careers and opportunities for further education, training, apprenticeships and volunteering. We support our young people to make the best of their talents and achieve their ambitions by following a pathway that is right for them.

Robert Ogden School works in partnership with Progress Careers, providing us with our own dedicated careers advisor who delivers independent and impartial careers advice to our pupils.

### **Aim**

We aim to ensure a high quality of vocational and careers education for our pupils, to be delivered in a meaningful and appropriate way to meet their individual needs and circumstances. Our vision is to increase the opportunities available to our pupils whether it be in securing further education provision, or in finding and experiencing quality paid employment later in their lives. We aim to do this through articulating their aspirations for adult life including their aspirations to work or attain further education, offering high quality independent careers advice and managing all transitions effectively.

### **Roles and Responsibilities**

At Robert Ogden School the careers programme is led by the careers team. They work closely with the independent careers advisor attached to the school and careers advisors employed by the different local authorities.

All teachers contribute to the careers programme through delivery careers education through PSHE and other relevant subject areas.

### **Pupil Entitlement**

Teachers at Robert Ogden School will support the careers development of our pupils in a number of ways:

- Developing skills for work and life. Specifically developing non-academic skills such as enterprise skills and social-emotional skills.
- Taking part in the school's careers programme.
- Work Related Learning opportunities offering meaningful vocational experiences on site e.g. taking part in class Enterprise projects or group work experience placements e.g. Art and craft items, gardening projects.
- Learning about different jobs and the qualifications needed to achieve these.
- Visits to workplace environments to help gain an insight into the labour market.
- To identify and learn new job skills and gain an increased awareness of different career opportunities.
- From Year 9 pupils, who are able, will receive an individual careers meeting with an independent careers advisor who will produce a careers action plan. This will feed into their annual review where the advice can be discussed with parents and other agencies involved with the young person.
- Access to specific careers lessons where appropriate from Year 10.
- Opportunities to visit local specialist colleges, for pupils who are interested in this pathway, to gather knowledge of future options.
- Preparation for transition to the next key stage or future placement.

### **Parent /Carer Entitlement**

Parents play an integral part in pupils' understanding of career choices and are encouraged to attend annual reviews where careers advice and feedback from the careers advisor is available.

Parents can access careers support for their child in the following ways.

- Access to feedback from individual meetings.
- Take part in individual pupil Independent careers advisor sessions alongside their child.
- Information and updates on the school website.
- Feedback on careers input as part of the annual review process.
- Support for key transitions.

## **Equality and Diversity**

The careers education and guidance delivery satisfies the requirements of Robert Ogden School's equal opportunities policy. All pupils regardless of their race, class, gender or faith have the same access to our resources.

## **Work Experience**

Work Experience is an important part of the Post 16 education at Robert Ogden School. It is one of the most important links between employers, schools and colleges. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

All pupils who are able, are given the opportunity to access work experience, provided both internally or externally, for example, the school coffee shop which is run by pupils on a weekly basis. The practice of work experience is planned and monitored by the careers team. It is designed in such a way to take full account of the needs of the pupils and to give pupils an insight into the world of work.

Work Experience preparation and follow-up (including health and safety responsibility) takes place in careers lessons and other appropriate parts of the curriculum.

The careers programme at Robert Ogden School aims to meet the needs of all pupils and is differentiated in terms of outcomes, resources and learning styles to ensure that it is appropriate to all stages of career learning and development.

Pupils are monitored by their 1:1 staff whilst on work experience placements. Assessment takes place through verbal feedback/assessment observation, written evaluations and pupil and employer feedback, which is included in the work experience log book.

Links have been established with a range of employers who have continued to support us over a number of years providing placements for different young people. The experiences so far have been positive for all parties involved, and the number of opportunities for our young people continues to increase as more employers are willing to give our pupils a chance.

## **Enterprise**

Enterprise is an important part of whole school education at Robert Ogden School.

The aim of Enterprise is to provide opportunities for young people to experience, explore and participate in the enterprise process in a realistic working environment making items to promote and sell in the school shop, pop-up shops in the local community and the school enterprise Instagram page.

Our aims for Enterprise will be met through:

- Whole school emphasis on Enterprise (classes who are able to take part) and supporting the school shop.
- Termly Individual class enterprise projects – depending on key stage and ability of young people.
- To provide young people with opportunities to maintain, consolidate, re-enforce, generalise and learn new knowledge, skills and understanding in relation to language, social communication & interaction with others, flexibility of thought (imagination), problem solving and independence.

Successful Enterprise education will provide opportunities for young people to demonstrate competence in the key skills of functional communication, numeracy, ICT and learning the whole process from taking orders from customers, to buying resources, to the stages of construction, through to decorating, pricing and sales.

Written by: Careers Team July 2021

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