



Leytonstone School

INFORMATION, ADVICE AND GUIDANCE STATEMENT

Approved by: F Sinclair

Date: March 2020

Last reviewed on: March 2020

Next review due by: March 2021

CAREERS at LEYTONSTONE SCHOOL

Lead: Ms Ebony Lobban

Contact details: elobban3.320@lgflmail.org

020 8988 7420

Careers Co-ordinator: Ms Anita Naggea

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Careers-Link Governor: TBC

Vision

At Leytonstone School careers education is viewed as critical to our young people's success in raising their aspirations and ensuring they are able to become the very best version of themselves they can be. Leytonstone School is committed to providing students with high quality, independent advice and guidance with regards to careers, further and higher education and future life choices.

What Students Experience

Key Stage 3 students are aware of careers stereotypes and of their own personal attributes. They have special assemblies, enterprise days, and speakers from the real world of work and Further & Higher Education, team-building activities and support and guidance when selecting GCSE options. Pupils will also have the opportunity to begin action planning for further education, as well as accessing labour market information through an online platform to prepare all students for post-secondary success in academics, careers and life.

Key Stage 4 students have a deeper understanding of possible pathways post-16 and develop their career management skills, through specific tailored lessons and experiences. In addition to developing action plans through an online platform, they have opportunities to visit careers fairs, Further & Higher Education establishments and encounters with a range of employers, as well as support with applications, interviews and planning. They visit careers fairs and FE awareness events, apprenticeship workshops. We also have visits from alumni, post-16 providers and employers. Year 10 students will have the opportunity to spend up to two days' work shadowing experience placement and all students leave with the ability to make decisions about destinations and future pathways.

To ensure students at Leytonstone School receive the highest quality information, advice and guidance we have put the following into place:

| Statutory Requirement | Action |
|--|--|
| <ul style="list-style-type: none"> Every school must ensure that pupils are provided with independent careers guidance from year 8 to year 11 | <p>Students have access to individualised careers guidance from an external careers' advisor.</p> |
| <ul style="list-style-type: none"> Every school must ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships. Every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed. | <p>The attached careers map outlines current and planned provision on offer at Leytonstone School and includes an extensive and inclusive range of activity for all students.</p> |
| <ul style="list-style-type: none"> Every school should begin using the Gatsby Benchmarks to improve careers provision now and meet them by the end of 2020. For the employer encounters Benchmark, every school should begin to offer every young person encounters with employers – at least one each year from year 7 to year 11. Some of these encounters should be with STEM employers. | <p>The attached careers map outlines current and planned provision on offer at Leytonstone School and includes an extensive and inclusive range of activities for all students.</p> <p>We will monitor this through on-going self-evaluation using the Compass Toolkit</p> |
| <ul style="list-style-type: none"> Every school should appoint a named person to the role of Careers Leader to lead the careers programme. | <p>Ms Ebony Lobban appointed January 2020</p> |

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|---------------------|--|--|
| From September 2018 | <ul style="list-style-type: none"> Every school will be expected to publish details of their careers programme for young people and their parents | This is contained within this document |
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Gatsby Benchmarks

In 2018, the government released a new careers strategy and statutory guidance for schools and colleges. It put an increased focus on using the Gatsby Benchmarks as a framework for best practice around which we can build our own careers provision.

The eight Gatsby Benchmarks of Good Career Guidance

1. *A stable careers programme*
2. *Learning from career and labour market information*
3. *Addressing the needs of each pupil*
4. *Linking curriculum learning to careers*
5. *Encounters with employers and employees*
6. *Experiences of workplaces*
7. *Encounters with further and higher education*
8. *Personal guidance*

The Careers Map below shows how Leytonstone School is currently and planning to meet the 8 Gatsby Benchmarks

Careers Map (Gatsby 1)

| Year group | Main Focus and Learning Outcomes |
|-------------------|--|
| 7 | Students explore job areas and are aware of the future pathways accessible to them |
| 8 | Students make informed decisions regarding their future pathways and begin to create individual portfolios of experiences |
| 9 | Students explore labour market information in thinking about their future pathways. They will make informed and guided decisions about GCSE options and further education pathways |
| 10 | Students have had meaningful encounters with further and higher education establishments; Every student has a supported work placement opportunity |
| 11 | Students are supported in successful and appropriate transition to further education or training |

| ACTIVITY | WHEN | LEAD/FACILITATOR | Yr 7 | Yr 8 | Yr 9 | Yr 10 | Yr 11 | NOTES | Gatsby Benchmark |
|--|-------------------------------------|---|------|------|------|-------|-------|---|------------------|
| Assemblies | Throughout Year | Careers Lead, Heads of year and Subject | Y | Y | Y | Y | Y | Focus on STEM | 2, 3 |
| PSHE | Throughout Year | PSHE Co-ordinator/ Careers Lead | Y | Y | Y | Y | Y | Careers focus embedded into form time and delivered during drop down days | 2, 4 |
| Individual Careers Guidance Interviews | Summer Term Yr 10 to December Yr 11 | Careers Co-ordinator | | | | Y | Y | With external independent careers advisor | 3, 8 |
| Subject assemblies | Year 9 Autumn/Spring Term | Curriculum Careers Co-ordinators | | | Y | | Y | Supports Yr 9 Option Choice Process and Yr 11 transition | 2, 4 |
| Drop in sessions with Careers Advisor | Ongoing | Careers Co-ordinator | | Y | | Y | Y | | 3, 8 |
| Work Shadowing Opportunity | July Yr 10 | Careers Lead | | | | Y | | TBC 2 day placement | 5, 6 |
| Preparing For Transition assembly (students) | June Yr 10, September Yr 11 | Careers Lead / Head of Year / Careers Co-ordinator | | | | Y | Y | Pathways available; how to investigate; how to apply | 3, 8 |
| Preparing For Transition assembly (parents and carers) | June Yr 10 / Autumn Y11 | Careers Lead / Head of Year | | | | Y | Y | Pathways available; how to investigate; how to apply | 3 |

| | | | | | | | | | |
|--|-----------------------|-------------------------------------|---|---|---|---|---|---|------|
| Skills London careers event | November 2020 - TBC | Careers Lead | | | | Y | Y | | 5, 7 |
| HE visits | Summer Term | Careers Lead | | | Y | Y | | | 7 |
| Support with apprenticeship applications | January – March Yr 11 | Careers Lead / Careers Co-ordinator | | | | | Y | Includes workshop led by DWP | 3, 8 |
| Interview preparation – Mock Interview Day | November Yr 11 | Careers Lead / Careers Co-ordinator | | | | | Y | Opportunity to receive feedback from external employers | 3, 8 |
| Internally arranged careers fair | October | Careers Co-ordinator | | | | Y | Y | | 5, 7 |
| FE assemblies | Throughout Year | Careers Co-ordinator | | | | Y | Y | | 7 |
| Career Pathway Speakers | Throughout Year | Careers Lead | | | | Y | Y | 2019-20: Finance, Law, Medicine | 2, 5 |
| Curriculum Careers Activities | Throughout Year | Careers Curriculum Champions | Y | Y | Y | Y | Y | STEM Club, Finance Workshop | 3, 5 |

| | | | | | | | | | |
|---|--|--|---|---|---|---|---|---------------------|---------------|
| <p>Xello online careers package sessions and remote access allowing students to</p> <ul style="list-style-type: none"> - Research careers - Research FE (and HE) institutions and apprenticeships. - Build applications/document experience for personal statements. | Ongoing | Careers Lead/Form Tutors | Y | Y | Y | Y | Y | Roll out March 2020 | 1, 2, 3, 5, 8 |
| <p>Extra-curricular opportunities publicised via a newsletter. Tutor team encourage students to take up opportunities, support in applications and track attendance at events.</p> | Ongoing. Newsletter released every half term. | Careers Lead, Head of Year, Curriculum Careers Champions | Y | Y | Y | Y | Y | | 5, 6 |

Additional targeted provision

| Cohort | Learning Objective | Activities | Gatsby Benchmark | When | Who |
|-------------------------------|--|--|------------------|--------------------------|---|
| SEND Students | Ensure a successful school to work/HE transition | Visits to FE and workplace | 3, 6, 8 | Terms 1 and 2 of Year 11 | Careers Lead/ Learning Support assistants |
| | Ensure appropriate pathways are accessible for all students | Careers guidance interviews | 3, 8 | Ongoing | Careers Advisor/ Learning Support assistants |
| | Supportive Interview experience | Interviews with external contacts | 8 | Term 1 of Year 11 | Careers Lead/Learning Support assistants |
| Higher Attaining Students | Increase awareness of HE opportunities including Oxbridge | Oxbridge visits | 3, 7 | Summer Term Yr 10 | Careers Lead/Head of Year |
| Pre-NEET and Children in Care | Reduce the number of young people that end up not in education, employment or training | Interviews with Careers Adviser; Targeted visits to FE, training providers | 3, 8 | Ongoing | Careers Co-ordinator/Careers Advisor/Head of Year |

Useful websites to support independent research into careers and routes into the world of work using accurate, up to date Labour Market Information:

www.icould.com

www.careerpilot.org

www.nationalcareers.direct.gov.uk

www.careersbox.co.uk

www.targetcareers.co.uk

www.amazingapprenticeships.com

www.gov.uk/apply-apprenticeships

www.notgoingtouni.co.uk

<https://university.which.co.uk/advice/a-level-choices/six-things-you-need-to-know-before-making-your-a-level-choices> Information on researching and choosing which A levels to take and what they lead on to

www.russellgroup.ac.uk/informed-choices information and advice on best subject choices for university courses

<http://university.which.co.uk/advice/a-level-choices/what-are-btecs> BTECs are an increasingly popular alternative to A-levels as a route to university - here's what you need to know about the qualifications

Can you help?

We are always looking for facilitators from Industry who can attend our events and work with students on activities based around the world of work and Business. If you are a business wanting to create links with schools and work with young people, then we'd love to hear from you. For more information contact Ebony Lobban elobban3.320@lgflmail.org 020 8988 7420

Careers Provider Access Policy Statement

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.

A provider wishing to request access should contact either:

Careers Lead: Ebony Lobban elobban3.320@lgflmail.org
020 8988 7420

or Careers Co-ordinator Anita Naggea
anita.naggea@leytonstone.waltham.sch.uk 020 8988 7440

or Senior Leader: Brandon Hughes
bhughes20.320@lgflmail.org 020 8988 7420 ext. 478

We can make the main hall, classrooms or the Learning Resource Centre available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations if necessary. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for inclusion in our Careers Library.

The school's arrangements for managing the access of education and training providers to students is monitored by Brandon Hughes (Deputy Head). Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

