



Leytonstone
SCHOOL

Careers Information, Advice and Guidance Statement

'We seek experiences which will broaden our horizons and we are equipped to manage the unknown; we are brave and knowledgeable'

Approved by: Leytonstone School Governing Board
Last reviewed on: November 2023
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Contact details

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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 pupils with high quality, independent advice and guidance with regards to careers, further and higher education and future life choices.

What pupils experience

Key Stage 3 pupils 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 pupils for post-secondary success in academics, careers and life.

Key Stage 4 pupils 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 11 pupils will have the opportunity to spend up to five days' work shadowing experience placement and all pupils leave with the ability to make decisions about destinations and future pathways.

To ensure pupils 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 should appoint a named Careers Leader who has the skills, commitment and backing from the senior leadership team, including protected time that enables the careers Leader to carry out the role effectively.	Aga Landowska appointed to the role July 2022 Careers Coordinator: Laura Middleton
<ul style="list-style-type: none">Schools must name their Careers Leader and publish their contact details on the website	Named and published on the school website
<ul style="list-style-type: none">Schools must publish details of their careers programme for young people and their parents.	Published – Updated Summer 2023 in line with recommendations from East London Careers Hub

<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>Pupils have access to individualised careers guidance from the careers team The school are pursuing avenues to provide external careers advice from an independent 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. 	<p>The careers map outlines current and planned provision on offer at Leytonstone School and includes an extensive and inclusive range of activity for all pupils.</p>
<ul style="list-style-type: none"> • Every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed. 	<p>Policy published on the school website.</p>
<ul style="list-style-type: none"> • Every school should begin using the Gatsby Benchmarks to develop a careers programme that increases opportunities for pupils to access everything from experiences of the workplace and personal guidance with a careers adviser, to engagement with colleges, training providers and universities 	<p>The attached careers map outlines current planned provision on offer at Leytonstone School and includes an extensive and inclusive range of activities for all pupils.</p> <p>This will be monitored through on-going self-evaluation using the Compass Toolkit.</p>
<ul style="list-style-type: none"> • Schools should continue to track student destinations for 3 years post KS4. Schools should work with their local authority as they collect and collate destinations data, and establish an effective data sharing agreement. 	<p>All data is shared with the local authority each year. Plan to be put in place to track the three years – harder as a 7-11 school.</p>

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	Pupils explore job areas and are aware of the future pathways accessible to them.
8	Pupils make informed decisions regarding their future pathways and begin to create individual portfolios of experiences.
9	Pupils 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	Pupils have had meaningful encounters with further and higher education establishments and engage in experiences with employers and employees.
11	Pupils have had meaningful encounters with further and higher education establishments; every student has a supported work placement opportunity. Pupils 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 leads	Y	Y	Y	Y	Y	Variety of content	2, 3
PSHRE	Throughout Year	PSHRE Co-ordinator/ Careers Lead	Y	Y	Y	Y	Y	Careers focus embedded into form time curriculum and delivered during some PSHRE sessions	2, 4
Individual Careers Guidance Interviews	Term 3 Yr10 – Term 1 Yr11	Careers Lead				Y	Y	With internal careers team – plan to include external independent careers advisor	3, 8
Subject assemblies	Year 9 Term 2	Curriculum Careers Lead/teaching and learning team – Subject leaders			Y		Y	Supports Yr9 option choice Process and Yr 11 transition	2, 4
Drop in sessions with Careers Advisor	Ongoing	Careers Co-ordinator / Work experience lead	Y	Y	Y	Y	Y	Advertised on google classroom/screens	3, 8
Work Shadowing Opportunity	Oct Yr11	Careers Lead					Y	5 day placement	5, 6
Preparing For Transition assembly (pupils)	June Yr10, September Yr 11	Careers Lead / Head of Year				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

Careers display	Ongoing	Careers coordinator Career	Y	Y	Y	Y	Y	Subject display in corridor linked to careers	
Careers education trips/experience	Ongoing	Careers Lead/Head of Year	Y		(Y)	(Y)		Yr7 careers visit Careers fair Speakers for schools – smaller groups across the school	3, 5, 6
Skills London careers event	November 2022	Careers Lead				Y	Y	Pupils offered the opportunity to attend	5, 7
HE visits	Summer Term	Careers Lead			Y	Y		Funded through the careers hub grant	7
Apprenticeship week – National Apprenticeships week	February – whole school		Y	Y	Y	Y	Y	Display Activities Yr10 visit – apprenticeship fair	
Support with apprenticeship applications	January – March Yr11	Careers Lead / Careers Co-ordinator					Y	Workshop led by DWP Apprenticeship week	3, 8
Interview preparation – Mock Interview Day	Nov Yr 11	Careers Lead / Careers Co-ordinator					Y	Opportunity to receive feedback from external employers	3, 8
Careers week – week of events highlighting career pathways	March	Careers Lead – external visitor	Y	Y	Y	Y	Y	Careers talks – 30 external guest speakers, activities in pastoral curriculum, visits	

Internally arranged careers fair – National careers week	March - whole school	Careers Lead and Co-ordinator	Y	Y	Y	Y	Y		5, 7
FE assemblies	Throughout Year Yr11	Careers Lead				Y	Y		7
Post 16 colleges directory	Throughout Year	Careers Lead				Y	Y	Google classroom	
Subject Career Pathway Speakers	Throughout Year	Careers Lead				Y	Y	Varies from year to year - Finance, Law, Medicine	2, 5
Curriculum Careers Activities	Throughout Year	Careers Curriculum Champions	Y	Y	Y	Y	Y	Science Club, Entrepreneur club, GoIT,	3, 5
Xello online careers package	Ongoing	Careers Lead/Form Tutors	Y	Y	Y	Y	Y	Online interface sessions and remote access allowing pupils to: - Research careers - Research FE (and HE) institutions and apprenticeships. - Build applications /CV/document experience for personal statements.	1, 2, 3, 5, 8
Extra-curricular opportunities	Ongoing. Newsletter released every half term.	Careers Lead, Head of Year, Curriculum Careers Champions	Y	Y	Y	Y	Y	Extra curricular timetable - termly	5, 6

Additional targeted provision

Cohort	Learning Objective	Activities	Gatsby Benchmark	When	Who
SEND Pupils	Ensure a successful school to work/HE transition	Visits to FE, work experience and workplaces	3, 6, 8	Terms 1 and 2 of Year 11	Careers Lead/ Learning Support assistants
	Ensure appropriate pathways are accessible for all pupils	Careers guidance Interviews Include key workers	3, 8	Ongoing	Careers Advisor/ Learning Support assistants
	Supportive Interview experience	Interviews with external contacts – interviewer considered, private room, support from KW	8	Term 1 of Year 11	Careers Lead/ Learning Support assistants
	Preparation for mock interview process – exemplar answers	Questions given and examples of experiences / answers / sentence starters given	3, 5	Year 11	Career lead/ LSAs
Higher Attaining Pupils	Increase awareness of HE opportunities including Oxbridge	Oxbridge visit	3, 7	Summer Term Yr10	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 /Careers Lead/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

A levels

Information on researching and choosing which A levels to take and what they lead on to

<https://university.which.co.uk/advice/a-level-choices/six-things-you-need-to-know-before-making-your-a-level-choices>

<https://www.thecompleteuniversityguide.co.uk/student-advice/what-to-study/choosing-a-levels>

BTECs

BTECs are a popular alternative to A-levels as a route to university - here's what you need to know about the qualifications

<http://university.which.co.uk/advice/a-level-choices/what-are-btecs>

T levels

T Levels are new two-year courses equivalent to three A levels. They launched in September 2020 to students in England. This means that after their GCSEs, students now have the option to study either T levels, A levels, a Level 3 apprenticeship or another equivalent qualification.

<https://www.tlevels.gov.uk/>

<https://www.ucas.com/post-16-qualifications/qualifications-you-can-take/t-levels>

Apprenticeships

An apprenticeship is a paid job where the employee learns and gains valuable experiences.

Alongside on-the-job training, apprentices spend at least 20% of their working hours completing classroom-based learning with a college, university or training provider which leads to a nationally recognised qualification.

<https://amazingapprenticeships.com/resource/guide-to-applying-for-an-apprenticeship/>

https://amazingapprenticeships.com/resource/guide-to-applying-for-an-apprenticeship/?utm_source=website&utm_medium=app%20guide&utm_campaign=cec

University

Information and advice on best subject choices for university courses

<https://www.ucas.com/how-can-i-decide-what-subjects-study>

Can you help?

We are always looking for facilitators from Industry who can attend our events and work with pupils 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 Aga Landowska:

alandowska@leytonstoneschool.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 the 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: Aga Landowska alandowska@leytonstoneschool.org – 020 8988 7466

Careers Co-ordinator: Laura Middleton lmiddleton@leytonstoneschool.org – 0208 988 7420

Deputy Head Teacher: Lynne Tanswell ltanswell@leytonstoneschool.org 020 8988 7420

We can make the main hall, classrooms or the Learning Resource Centre available for discussions between the provider and pupils, 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 pupils is monitored by Lynne Tanswell (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.