

# Reading School Careers Programme



Careers Advisor: Ms Karen Wray

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Careers Lead: Lizzie Ayres, Assistant Headteacher

## Overview

Our objective is to deliver independent careers advice to our students so that they can make informed choices to achieve their aims and ultimately achieve their ambitions.

Advice and guidance is available throughout the year via our Careers Advisor, Karen Wray, a fully qualified, experienced careers adviser who holds the QCF Level 6 Qualification in Careers Guidance.

Clare has 12 years of experience of working with Students and has spent the last 10 years in Berkshire schools, helping students to achieve their ambitions.

Together with online resources listed on SharePoint as well as an extensive careers section located in the LRC, and additional resources and opportunities regular shared via TEAMS and the Headmasters bulletin, there will be specific advice throughout the academic year relevant to each Key Stage.

All years are encouraged to visit the Careers Library, especially when choosing GCSE, A Level options, and Higher Education Courses.

We strongly believe in our rigorous and varied careers programme. We work closely with our students to receive feedback and act on it accordingly. Students are given the opportunity to feedback after every careers appointment and are given dedicated time to feedback to the programme at crunch points in their school life.

92% of year 11 pupils surveyed in 2020 found their careers appointment helpful.

## READING SCHOOLS CAREERS PROGRAMME

### 1. A stable careers programme

Our Careers Programme at Reading School is based on the 8 Gatsby Benchmarks of Good Careers

Guidance and is delivered through an embedded programme through a combination of Personal Careers Guidance, Curriculum Linked Learning, Experiences of Further and Higher Education Institutions, Apprenticeships and Encounters with Workplaces and Employers.

## **2. Learning from career and labour market information**

Students, staff, employers and parents have access to up to date information on careers, future study options and information about the labour and job market. The links can be accessed through the website.

## **3. Addressing the needs of each pupil**

Careers Guidance at Reading School is tailored by year group need as well as on an individual basis where appropriate.

Year 7 Students are introduced to Careers information through PSHE sessions.

Year 8s use UNIFROG and Fast Tomato to support their selection of GCSE options and knowledge of specific career pathways.

Year 9 students continue their Careers journey through PSHE, and develop their understanding of organizational culture.

In year 10, students are able to book individual Careers Guidance appointments during the Summer Term;

Year 11 Students all have access to Face to Face Careers Guidance Appointments which continue through Year 12 and Year 13.

## **4. Linking curriculum learning to careers**

Our Heads of Department and subject staff work tirelessly to interweave career opportunities into their subject curriculum. The skills taught across KS3-KS5 have a strong focus on their use in industry and careers linked with the subject. Reading School also has a strong focus with our 'Inspire Lectures series' on subject-specific career opportunities. Inspire Lectures take place throughout the year where departments invite guest speakers to talk to our students about interesting and exciting careers. These are also open to parents and siblings.

## **5. Encounters with employers and employees**

We hold our Careers Convention Evening every other year for the whole school. During this evening, Years 7-13 are able to access numerous employers, apprentices, apprenticeship opportunities, talks, higher education information. On the years where we don't hold the evening, our students may attend the Convention at Kendrick School.

We regularly invite in speakers from different employment sectors to speak with interested students about their careers and the opportunities therein. These talks are run as part of our Inspire Lecture series and can be requested by students.

### **6. Experiences of workplaces**

In year 11, all students are invited to take part in Workplace Learning Day - we encourage students to source a placement for a day either with a parent or guardian or a family contact so that they can experience the world of work for a day.

This then prepares students for the Year 12 Work Placement Week which we hold in July. This week encourages students to source their own placements, having been given access to the tools necessary through the Careers Department. We place emphasis of the importance of Networking as a skill as well as improving communication skills. Students then spend a week with an employer or numerous employers, enhancing their knowledge, skills and employability.

We are currently reviewing the feasibility of these opportunities for 2022, and continue to provide access to additional opportunities through INVESTIN and other online platforms.

### **7. Encounters with further and higher education**

All students have access to information on Further and Higher Education Institutions through information kept in the Learning Resource Centre and the online links on SharePoint.

In addition, students in Years 10 and 11 are visited by local colleges and apprenticeships providers during PSHE Careers Sessions. Local Universities are invited to attend our Careers Evening. We encourage and support students to attend Open Events at Universities and have an extensive Alumni Network who support students in their University choices where appropriate.

### **8. Personal guidance**

Students in Years 10, 11, 12 and 13 have access to One to One Personal Guidance with our Independent Careers Adviser, Mrs. Wray. Students may book their own Careers Guidance Appointments using the online booking system or may be referred by their Tutors.

Mrs. Wray attends Year 8 and Year 11 Options Evenings and parents/guardians and students can access support during these times and in the lead up to making options choices.

REVIEWED OCTOBER 2022

NEXT REVIEW – OCTOBER 2023