

# Reading School

## Careers Bulletin



Founded 1125

Welcome to our Reading School Careers Bulletin where we will share with students and parents information about careers through the Headmaster's Weekly Message, highlighting opportunities available to our students.

### 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, Clare Desai a fully qualified, experienced careers adviser who holds the QCF Level 6 Qualification in Careers Guidance. Clare has 10 years of experience of working with Students and has spent the last 8 years in Berkshire schools, helping students to achieve their ambitions.

Together with online resources listed over the page as well as an extensive careers section located in the LRC 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.

### Focus

- Strong school leadership is crucial to raising the aspirations of all our students, therefore encouraging them to overcome barriers to success and to do what it takes to fulfill their potential.
  - Through Student Leadership Programme
- Provide contacts with employers, mentors and coaches who can inspire pupils with a sense of what they can achieve and help them understand how to make this a reality.
  - Inspire Lectures
  - Reading School Network
- Provide careers advice and guidance both individually at key stages through school whilst also embedding through Student Leadership.
  - Independent Careers advice
- Provide an access to a range of activities to inspire our students
  - Through Careers Convention
  - Employer talks
  - University visits
- Understanding the value of work placements and community service
  - Volunteering with the Future Stories programme
- Online tools to encourage students to think about opportunities available

26 April 2018

Clare Desai  
Careers advisor  
[careers@reading-school.co.uk](mailto:careers@reading-school.co.uk)

**To find out more about Reading School, please visit us on**  
[www.reading-school.co.uk](http://www.reading-school.co.uk)  
[facebook.com Reading-School](https://www.facebook.com/Reading-School)  
[Reading School on Twitter](https://www.tumblr.com/reading-school)  
[flickr.com](https://www.flickr.com/photos/reading-school/)  
[www.linkedin.com](https://www.linkedin.com/company/reading-school/)

For careers **advice and guidance** or to discuss career pathways you are encouraged to book an appointment with Mrs. Desai on Tuesdays and Thursdays held in school through [rscareers.simplybook](http://rscareers.simplybook)

Appointments are available for students in the following year groups and will ideally be structured termly for the year groups as below:

**Y11, Y12 & Y13 Michaelmas term**  
**Y11 & Y10 Lent term**  
**Y9 & Y8 Summer term**

### Upcoming Events

**Y12 - Work Placement Week**  
**Monday 2 to Friday 6 July 2018**

### Online resources

**Fast Tomato**  
<https://www.fasttomato.com/>

**Higher Ideas**  
[Higher Ideas](https://www.higherideas.com/)

**NOTE:** Where appropriate the School **can** confirm that a student is a pupil at Reading School if this is We **cannot endorse** any individual placements which pupils organise directly in terms of risk assessment

### Careers Topic: Share Point

All Students have access to the Careers pages. Students have been feeding back that they are not using the Careers section and it has become clear that perhaps students aren't aware of its location or of the information it contains.

You can find the Careers Section at the bottom of the subjects list – it contains information on

- Studying abroad
- Labour Market Information
- Universities
- Current vacancies
- Local Opportunities
- Apprenticeships,
- Useful Websites,
- Job profiles
- How to write a CV
- Covering Letters
- Careers Advice at Reading School
- Useful websites
- Booking a Careers Appointment

If you are unable to access the Careers Pages or if there is any information you would like to see included, please contact Mrs. Desai at [careers@reading-school.co.uk](mailto:careers@reading-school.co.uk)

## External Opportunities:

The following are examples of opportunities that providers and employers have highlighted to Reading School which we will continue to share with students.

### Aviva Investors London

Aviva Investors are looking for school/college leavers and graduates for their Investment20/20 Trainee Programme (12 month fixed term contract).

**Job Roles:** Aviva Investors are looking for school/college leavers and graduates for their Investment20/20 Trainee Programme (12 month fixed term contract). Trainees will be placed in one of the following teams:

Operations, Trading, Controls, Transformation/Project Management, Technology & IT

**Location:** London

**Looking for:** School/college leaver (A Level or equivalent) and graduates.

**How to apply:** Apply online via the Aviva Investors Careers Page: [Careers Page](#) Attach your CV. There is no need for a covering letter. Answer their assessment questions. Closing date: 30<sup>th</sup> April

### Technology Apprenticeship Programme

#### Schroders

Schroders are looking for 4 school/college leavers for their Technology Apprenticeship Programme 2018. Closing date: 30 April 2018 Start Date 3 September 2018

Location: London [How to apply](#)

### Finance Apprenticeship Programme

#### Schroders

Schroders are looking for 4 school/college leavers for their Finance Apprenticeship Programme 2018. Closing date: 30 April 2018 Start date: 3 September 2018

Location: London [How to apply](#)

## **Inalytics**

### **Data Analyst and Software Developer Trainee, Croydon**

Inalytics are looking for a school/college leaver to become a Data Analyst and Software Developer Trainee, in Croydon.

**Job Roles:** Inalytics are looking for a school/college leaver to become a Data Analyst and Software Developer Trainee at their firm.

**Location:** Croydon

**How to apply:** If you are ready to kick start your career in tech at an exciting company, please send your CV and answer three questions below (no more than 250 words for each question) to Lisa Mackay at [lmackay@inalytics.com](mailto:lmackay@inalytics.com). Please put 'Investment20/20 Trainee' in the subject line of the email.

-Tell us about the most interesting project or piece of work you have completed as part of your studies at school/college. What did you have to do and what interested you most about it?

- What is the most challenging situation you have faced and how did you deal with it?

- Tell us about a tech news story that you found interesting and why?

Further Information: Closing Date: 31 May 2018 Start Date: End of August 2018 [How to apply](#)

## **Volunteers wanted:**

### **Reading Borough Libraries**

#### **Mischief Makers - Summer Reading Challenge 2018**

Volunteering opportunity – Do you like the idea of working with children in the summer holidays?

We are looking for young people aged 14 to 18 who can encourage children to take part in and complete this year's Summer Reading Challenge, Mischief Makers. We would like you to be with us between Saturday 14th July and Saturday 1st September – school and family holidays permitting - for a minimum of 3 hours a week. More if you like! Days and times would be negotiable with the library Branch Manager.

Closing date for applications – Saturday 14th July 2018 Please contact Mrs. Desai at [careers@reading-school.co.uk](mailto:careers@reading-school.co.uk) for a copy of the application form

**Year in Industry placement with R Bion & Co Limited**  
**14 Portman Road, Reading RG30 1EA**  
[www.bion.co.uk](http://www.bion.co.uk)

R Bion & Co Limited are offering a “Year In Industry” offered to current Y13’s considering a gap year or alternatives to University:

My role: Joining the company after graduating, working in the engineering department and supporting colleagues in all areas. Learning on the job and gaining practical skills in engineering.

Skills needed: Excellent communication skills, the ability to work as part of a team. Problem solving and an analytical thought process. Flexibility and good planning skills.

My role: Work within the various departments to learn the processes. Starting on the shop floor and moving into the toolroom I get a real insight into the complexities of perforating and how different tools and materials perform. Responsible for R&D during the placement I get involved in writing up technical reports and cost reporting. The placement also allows times on office based projects and gets me involved in STEM activities outside of work.

Best Bits: Variety of work and practical experience I can take with me when I start University.

Year in Industry Student - Salary: £16,000 to £20,000 commencing August 2018 to July 2019 email cv to [janehigh@bion.co.uk](mailto:janehigh@bion.co.uk)

**Apprenticeship Opportunities with The Prudential**

Apprenticeship schemes available with Prudential: The schemes are 13-15 months long, with placements in businesses in Reading and Sterling in fields such as Finance, Customer services, Sales, Information Technology and Marketing. For further information on what is available locally, please follow this link

<https://www.thebigchoice.com/Apprenticeships/Prudential/Vacancies.html>

**Opportunities with Moore Stephens**

**Moore Stephens** - Don't want to go down the university path? Or looking for something new? Our level 4 apprenticeship opportunities are your route to an exciting professional career, especially if you're looking for an alternative to university and to start earning straight away.

We offer three programmes, AAT, ATT and CFAB, all of which give you the opportunity to study a professional qualification, gain access to industry experts and give you real work place experience.

If you are passionate about a career where you can use your communication, problem solving and numeracy skills, the Moore Stephens apprenticeship could be a brilliant starting point. To find out more information on the opportunities available, please use this link <https://www.moorestephens.co.uk/careers/early-careers/apprenticeships>

### **Apprenticeships with CiTB**

Following on from Year 11's presentation from CiTB, explore the different routes into Surveying, Engineering, Architecture and many more. See details of courses offered through <https://www.citb.co.uk/training-and-courses/>

## JOIN US ON...

### University Open Days:

Sixth Form Students: Now is the time that Universities start opening their doors to prospective students in the form of their Open Events. Open Days and Open Events at Universities are a great way to have a look around the Universities you are interested in, to meet students who are currently studying at the institutions, to look around your chosen Department and to get a general feel for the Universities themselves. UCAS have a list of Open Events which can be found here:

<https://www.ucas.com/ucas/events/find/type/open-day>

Please note that if you wish to attend an Open Day during school time, you must first request permission from your tutor and Head of year.

### What Career Live? And What University Live?

12 and 13 October 2018 at Olympia London

Meet the UK's top employers and Universities during two action packed days of inspiration. To find out more information about who will be there, what work-shops are being held and how to book your ticket, please follow this link

<https://www.whatcareerlive.co.uk/london>