

Tolworth Girls' School and Sixth Form

Careers Education, Work Related Learning and Information, Advice and Guidance strategy

September 2015.

All students, whilst at Tolworth Girls' School and Sixth Form will have access to resources and support around making future choices. This support may be via lessons and curriculum based activities, or through individualised, focused support from staff or external visitors.

Tolworth Girls' School and Sixth Form aims to give students access to the world of work to engage with employers and to raise aspirations, so that in the future students are able to progress into a career that is right for them.

Students will be given these opportunities in a variety of ways-

- ✓ Subject lessons
- ✓ Careers Advisor appointments
- ✓ Assemblies
- ✓ Tutorial lessons
- ✓ Careers library and resources
- ✓ Noticeboard displays
- ✓ Enterprise activities
- ✓ Work experience in year 12
- ✓ Whole school curriculum days
- ✓ Visits to/from external businesses, conferences, universities
- ✓ Access to the working world via volunteers
- ✓ Apprenticeship and careers week activities

The programmes of careers and work related learning will aim to:

- Enable students to think about their own skills and skills they would like to develop to be able to offer later in life.

- Individuals will be able to reflect and think about influences others have on them as well as the impact they have on others.
- Students will be aware of all options available to them at ages 14, 16 and 18

Since 2013, following government changes, schools have been fully responsible for providing and organising their own careers education. With these changes, Tolworth Girls' School and Sixth Form has strengthened its access to impartial and independent advice and guidance for students by employing a qualified careers professional. This role is responsible for overseeing the strategic elements of careers education, whilst also delivering independent careers information, advice and guidance. They are also the schools work related learning and business links coordinator- accessing support from local companies and businesses to build up mentoring and work experience placements for students.

The careers section of the main school library provides access to college and university prospectuses as well as a range of books with insights into various careers and professions. There is also a range of magazines and materials with up to date information on what is happening within the local area. The careers office also has a wealth of information, with books, resources and displays on everything careers.

To further prepare students for the future Tolworth Girls' School and Sixth Form offers students who study health and social care courses in the sixth form, the opportunity to take part in practical placements as part of their course to evidence their learning in a working environment.

All students have access to Careers Education. Students who have an Education, Health and Care Plan will be seen as a priority at key transition times in year 9 and 11. This is in coordination with the local authority support provided. SEN students are offered additional support from the SENCO and Career's Advisor in making decisions regarding future career progress and/or educational placements. Parents are invited to meetings in order to be part of the decision making process.

Careers sections of tutorial programmes

Year 7

As an introduction to careers education students in year 7 will begin to explore what a job and career is and start to link in key elements and skills needed for those jobs.

Year 8

During the tutorial programme students will have an opportunity to think about themselves during 'me and my future' lessons in the summer term.

Year 9

Through the tutorial programmes students will use a computer based programme called 'Launchpad', alongside other online resources, to begin exploring careers they are interested in based on the skills they think they have. They will have an opportunity to think about jobs, and the qualifications they need for these. Helping them to think about which subjects to choose for GCSE options.

In small groups students will meet with the Careers Advisor to discuss the options process and to begin exploring future pathways.

Assemblies and Options evening will allow students an opportunity to reflect on choices they will make and relationships with careers.

Year 10

In the tutorial programme students will reflect on their skills and further explore their next steps post 16. They will think about their aspirations and use 'New Kudos', which is computer based programme, to explore their likes and dislikes related to jobs.

Either in pairs or individually students will meet with the careers advisor to begin planning ahead what they would like to do post 16 and reflect on their current position. Discussions around applications and the year ahead will help inform these decisions.

Year 11

Students will be given the opportunity to review their options after year 11 and supported in these sessions to begin applying, attending interviews and planning ahead.

Students in year 11 will meet with the careers advisor individually to look at plans for the future within the first term back. There are also opportunities for students to 'drop in' during lunch and after school to get support with applications and interview preparation. Students will then be further identified to meet again after mock exams and in the run up to study leave to ensure students have made suitable applications for post 16 education.

Students will be aware of raising of the participation age (RPA) which states that students must remain in some form of education or training until they are 18 and how this doesn't mean school but will explore all options post 16 including 6th forms, college, apprenticeships, and training courses.

Support is then available on results days and during the enrolment and start of term process with destination data being collected to ensure all students have accessed suitable pathways.

Year 12/13

Students in the 6th form will have access to conferences and open days for post 18 opportunities and university selection. There will be information evenings with 'career zones' for students to talk to visitors doing the jobs they aspire to. In tutorial sessions students will have opportunities to work on personal statements whether applying to university, apprenticeships or employments and will have support in completing their UCAS applications.

Students will also have opportunities to meet with the careers advisor to discuss their post 18 options and particularly for those not going to university to explore alternative pathways.

Support is available on results day, both for those going to university, unable to continue at 6th form or for those moving on to alternative pathways.

- At all parents' evenings for years 7-13 the careers advisor will be in attendance for general questions and for parents/students to book an appointment if required.

PHA (Potential High Achievers)

Students who are identified as high achievers across subjects have opportunities to attend conferences about university life, key talks and conferences on pathways they are strong in such as Music, or English.

SEN students

Will be seen as a priority group in each year and will be given in depth support if required by the local authority. At key transition points and at annual review the careers advisor and SENCo will work together to ensure students can access appropriate provision.

Non full level 2 students

Students who are identified as not on track to achieve 5 grade 4-9 at GCSE have been supported by various projects and funding through school and the local authority.

School Governors

Provide great support and access to information around the working world and have been keen to put themselves forward to the Tolworth Girls Careers Database which holds information on volunteers happy to come in and speak to students about their jobs in class, groups or in a networking capacity. We also have a link governor for careers and for the 6th form who actively take part in discussions with the careers advisor and support driving the importance of careers advice throughout the school.

Work Experience

In year 12 students will have the opportunity to take part in a week's work placement in July. Students will be supported to find their own placements related to the future study and career paths they want to follow. They will be provided with resources to create a CV, covering letter, templates to contact employers and will be able to meet with the careers advisor to discuss how to source placements. This is an important life skill that they are provided with, being able to job search and identify work areas

they are interested in. By the time students return into year 13 they should have a clearer idea of what they want to study at university or the right pathway to suit them.

Students who Health and Social Care courses in the sixth form will take part in practical placements as part of their assessment to evidence both practical and theoretical learning in a workplace environment.

Tolworth Girls Careers Database

Staff, parents, past students, governors and local businesses links have all been contacted to be part of the careers database which stores information about people who are willing to come in and be involved in careers activities. Whether this be a talk to students in class or tutorial, to running sessions on skills related to particular careers. Teachers can request visitors to fit alongside the curriculum and also careers related activities on whole school curriculum days.

Tolworth Girls School Alumni

There is a great resource in students who have since left the school and are in the world of work. There is a connection to the school and these relationships are so essential in supporting the workforce of the future.

Building an Alumni Community to Inspire our Students

We are delighted to inform you that Tolworth Girl's School & Sixth Form is working with the education charity Future First, to build a thriving Alumni community.

Amongst our former students is a whole host of talented role models who we want to connect with in order to celebrate their success and inspire our current students. Alumni can be brought back to offer careers and education advice, mentor students, provide work experience placements and much more besides.

We Need You

Please help us reach out to our former students using your own networks. From doctors to dancers, pilots to photographers, we need alumni from a range of careers to open our students' eyes to what is possible. If you are a former student who would like to stay in touch and give back to the school, please sign up at: <https://networks.futurefirst.org.uk/former-student/tolworth>

Also you may know former Tolworth Girls' School & Sixth Form students, either current students' older siblings who have left, or friends in the locality. If so, please pass on the link to them and ask them to sign up so we can grow our network. Your support would be greatly appreciated by the whole school community.

Whole School Curriculum Days

Throughout the academic year there are dedicated days where students are off timetable to engage in focused activities. ~~For year 9 students there is a 'careers and enterprise day' in March each year which will focus on giving a wider picture on opportunities for the future after students have made their option choices.*.~~

~~(*subject to change for future years)~~

Take your daughters to work days

Students in year 8 and 10 will be offered a chance to shadow their parents/carers/family friends in to the workplace and experience different careers. This project begun in 2015 and students have gone to some wonderful experiences from the Royal mail to the metropolitan police. For year 8 this happens in September and for year 10 on inset day in July.

Future plans.

- Further opportunities to have businesses and professionals attend assemblies and tutorial session in school.
- National Careers and Apprenticeship Week in March will be celebrated with focused activities and information to inform students about all opportunities available to them.

Document presented and agreed by Governors

Adopted September 2015 and reviewed on an annual basis

Last amended ~~December-April 2019~~