



CAREERS PROGRAMME

Grange Park School



Introduction

Grange Park provides a relevant and engaging, personalised careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills through the personalised pathways for all approach

Aims and purpose

- Prepare pupils for the transition to life after Grange Park
- Support pupils in making informed decisions about their path into adult life
- which are appropriate for them
- Provide pupils with well-rounded experiences of sector they may wish to progress to
- Support the development of personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

This guidance summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

The careers provision at Grange Park is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

The Gatsby Benchmarks

The Gatsby Benchmarks are a framework of 8 guidelines for careers provision in schools and colleges.

The School careers plan supports the achievement of the eight Gatsby benchmarks:

Benchmark 1: A Stable Careers Programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by Students, parents, teachers, governors and employers.

Benchmark 2: Learning from Career and Labour Market Information

Every Student and their parents should have access to good quality information about future study options and labour market opportunities.

Benchmark 3: Addressing the Needs of Each Student

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.



Benchmark 4: Linking Curriculum Learning to Careers

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of careers paths.

Benchmark 5: Encounters with Employers and Employees

Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

Benchmark 6: Experiences of Workplaces

Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities and expand their networks.

Benchmark 7: Encounters with Further and Higher Education

All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

Benchmark 8: Personal Guidance

Every Student should have opportunities for guidance interviews with a career's adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.

Curriculum Links/Embedding

The careers programme is embedded throughout the curriculum and all staff are involved in delivering careers-based learning. Examples of this are: -

- Maths team in developing financial capability
- English team in developing communication
- Grange Park time team in delivering the making career choices programme
- Speech and Language Therapy team in developing skills in communication through SCERTS
- Progress leaders for KS4 and KS5 supporting college transition

Schedules of learning have been developed so that there are clear links to the careers and employability skills of the students. Staff are expected to contextualise subjects/topics to the aspirations of the students

Key stage 4 students will undertake as part of their transition programme a visit to the Post16 provision at one of our college partners sites

Vocational courses are expected to include several external visits related to the subject area. These will support the student's decision making regarding a career path as well as providing a more engaging course. i.e. Home cooking skills course to visit a local restaurant. Guest speakers may also visit the school to support in curriculum delivery.



At the Wrotham site the post 16 the students undertake a personal and social development qualification as their main learning aim. This is supported by several different short courses all linked to the 'preparing for adulthood' pathway. A large part of their timetable is dedicated to improving their independence and employability skills through several different pathways.

Extra-curricular links/embedding

All students across the school attend enrichment. The planning and management of enrichment activities will consider careers when organising related activities, and any external visitors to the school will be asked if they could also speak about their career path. A clear example is the Animal encounters session where students are made aware of the career pathway.

Sports leadership qualification is undertaken by the school for students in Key stage 4/5. These qualifications allow students to build and develop behaviours and transferable skills for the workplace.

Throughout the academic year Grange Park will hold at least two careers days for the school to support the teaching of careers across the curriculum. Careers days give the students opportunities to engage in workshops, attend visits and attend guest speaker talks. Students and staff are encouraged to dress up as their chosen career for the day.

National Careers Week (NCW). The week usually is March will form the date of one of the school's career days. Resources from the NCW website will be used to promote.

Assemblies will link to the NCW and the career days.

CPD

As part of the schools CPD all staff will have an annual CPD session about the Gatsby Benchmarks and the careers programme. There is an opportunity for a staff member to potentially undergo training to become a careers advisor to support the programme.

Careers Guidance

An external company (Education Development Trust) have been contracted to deliver the 1-2-1 careers guidance sessions with an advisor who specialises in SEN. Fifty students will receive an impartial meeting

LMI

Labour Market Intelligence is available for all stakeholders to access. Instructions will be sent to parents about the value of using LMI and supporting the students. The school will use <https://www.lmiforall.org.uk/>

'Labour Market Intelligence (LMI) is **data taken directly from employers to reveal what skills are most in-demand in the workplace**, which occupations are becoming less in demand, the overall condition of the workplace, and other vital information.

Career and Enterprise Company

Working with the Career and Enterprise Company to support the schools aim to be outstanding. Grange Park will foster an effective partnership in achieving this goal. Grange Park will

- Work with the evaluation tool compass+
- Build an effective working partnership with our Enterprise Coordinator and Enterprise Advisor
- Support the Career and Enterprise Company on new initiatives where we can



The Career and Enterprise Company will be able to offer support and initiatives that Grange Park would not have been able to access working in isolation.

Compass+

Compass+ is the platform that supports the school to benchmark, manage, track and report on the careers programme. It integrates with Grange Park's Management Information System (MIS) data for effective and targeted careers programme planning and delivery.

The schools plan will be mapped out and relevant staff assigned appropriate permissions to be able to monitor and target individual students and their careers input.

Work Placements

Grange Park works with several different local organisations to support the students' career paths by offering work placements. The placement of students is flexible and can be over the course of the academic year or in blocks. Students use work placements booklets to record hours and skills. We have some students on placements at the school in the office and the kitchen. Some external organisations include

- McDonalds
- Tesco
- Holiday Inn
- Communigrow
- Buttercup goat sanctuary
- Grange Park Primary School@Stansted
- Shears Green Primary School
- Holywell Care home
- Greyhound Training
- British Heart Foundation



Summary of activities for each year group

Year 7	Year 8	Year 9
<ul style="list-style-type: none"> • Assembly • Life skills through forest school • Life skills through school events • Parents and carers have access to LMI data through the website • Careers day/PSHE day 	<ul style="list-style-type: none"> • Assembly • Life skills through forest school • Life skills through school events • Parents and carers have access to LMI data through the website • Careers day/PSHE day 	<ul style="list-style-type: none"> • Students are introduced to careers software and websites. • Careers discussed in Annual reviews • Life skills through school events • Parents and carers have access to LMI data through the website • Careers day/PSHE day • Options lessons • DoE
Year 10	Year 11	Post 16@Wrotham
<ul style="list-style-type: none"> • Teaching days at College • Visit to College open event • One day courses • College Carousel • Careers discussed in Annual reviews • Options pathway • Maths/English for careers • Life skills through school events • Parents and carers have access to LMI data through the website • Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons • At least one meaningful encounter with an employer per year • Enterprise activities • Careers day/PSHE day • Sports Leadership 	<ul style="list-style-type: none"> • Teaching days at College • College Carousel • One day courses • Visit to College open event • Careers discussed in Annual review • Options pathway • Life Skills - ASDAN • Maths/English for careers • Life skills through school events • Enterprise activities ASDAN short course • Parents and carers have access to LMI data through the website • Work experience • Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons At least one meaningful encounter with an employer per year • Careers day/PSHE day • Mock Interviews • Skills 360 Reverse Interviews • Independence activities - shop 	<ul style="list-style-type: none"> • ASDAN Short courses • Teaching days at College • College Carousel • Visit to College open event • Careers discussed in Annual reviews • Travel training • Maths/English for careers • Life skills through school events • Enterprise activities • Parents and carers have access to LMI data through the website • Work experience • Students are encouraged to think about the kind of behaviour potential employers look for. • PSD/Employability qualification • Careers day/PSHE day • Mock Interviews • Public Realm activity • Skills 360 Reverse Interviews • Practice interviews • CV, letters, application forms • Qualifications specific to next steps • Independence activities - shop



Post 16@College Provision

Students studying on the post 16 pathway have access to the careers programme run by the partner college. The study programmes that the students follow have a work experience element and Grange Park support students to identify work placements. Please refer to the college websites for further information on their career programmes. ([Mid Kent College](#))

Students on this pathway also have access to the Post 16@wrotham programme in addition to the college careers guidance.

Annual Reviews

As part of the annual review process, transition and careers are spoken about from year 9. Below is a summary of action/guidance for staff conducting the reviews, to support effective planning and a joined approach from all school, parents and other agencies that may be involved.

Year Group	Action/Guidance	Transition pathway
Year 9	During the reviews preliminary discussions are needed with student and relevant parties regarding post 16 aspirations. Paperwork as part of the review need to be discussed and completed in line with EHC guidelines. Grange Park time will support some of this work with the career qualification students undertake	NA
Year 10	More in-depth discussions need to be taking place and relevant target set around transition to support the suitable pathway and vocational area if appropriate.	Pre transition activities
Year 11	Identification of provision needs to be decided that meets the needs of the student, where possible the vocational area identified if the college pathway is followed.	Transitions year activities
Year 12-14	Identification of provision needs to be decided that meets the needs of the student, where possible the vocational area identified if the college pathway is followed. At this stage as well students maybe leaving Grange Park and we need to review the most suitable provision and support with the outgoing transition	Transitions year activities Outgoing Transition process

Evaluation Process

How the school measures & assesses the impact of the careers programme on pupils

- The school is using the 'Compass evaluation tool' to assess ongoing progress in relation to the eight Gatsby Benchmarks.
- The school has a 'Careers Plan' in place to track progress in relation to this year's priorities and the eight Gatsby Benchmarks.
- The 'Careers Plan' is reviewed annually and ratified by Governors



- SCERT's data

The following steps are in place to evaluate the effectiveness of the school's careers programme each year.

The evaluation involves:

- Focus on the embedded delivery of the programme and evidence of impact on pupils
- Using feedback to adapt the programme to continuously improve

The evaluation involves looking at a range of evidence such as:

- Attainment
- Progress
- Options pathways
- Destinations data (end of ks4 and ks5)
- Feedback from students e.g. Their understanding of different careers and pathways
- impact of curriculum days, such as dragon's den and year 9 options

Feedback from other stakeholders includes:

- Parents/carers
- Teachers
- Governors
- Employers
- Careers and Enterprise Company

Further details on activities and links to Gatsby Benchmarks

Gatsby Ref	Activity	Further Information	Year Group					
			Y 7	Y 8	Y 9	Y10	Y11	Post 16
1 4	Assembly	Assemblies will be for the whole school and take place throughout the year linked to National Careers week and the career events.	✓	✓	✓	✓	✓	✓
1 4	Life skills through forest school	Forest school supports the student's early employability skills by team working, problem solving etc.	✓	✓				
1 4	Life skills through school events	Throughout the year events are organised by various year groups linked to charity events and initiatives undertaken by the school (book week etc). Year groups work as a team with individual roles to support the running of the events	✓	✓	✓	✓	✓	✓
1 2	Parents and carers have access to LMI data through the website	Labour Market Intelligence is available for all stakeholders to access. Instructions will be sent to parents about the value of using LMI and supporting the students. The school will use LMIforall website https://www.lmiforall.org.uk/explore_lmi/	✓	✓	✓	✓	✓	✓
2 4	Making Career Choices (EL3) Qualification	Year 9 students may undertake the Making career choices qualification as part of Grange Park time. This starts preparing students for the option choices.			✓			
3 4 7 8	Careers discussed in Annual reviews	As part of the annual review process, transition and careers need to be spoken about from year 9. Below is summary of action/guidance for staff conducting the reviews, to support effective planning and a joined approach from all school, parents and other agencies that maybe involved. Linked to transition activities			✓	✓	✓	✓
2 3 4 7	Teaching days at College	Utilising the base rooms that we have at the Mid-Kent college campus, over the academic year students will visit the campus and have taught lessons by Grange Park Staff in these rooms. Support for these lessons will be from college learning mentors to help with the integration and familiarity of new staff to the students. Links to vocational aspirations to be included Careers and work experience short course maybe studied https://www.asdan.org.uk/courses/programmes/careers-experiencing-work-short-course				✓	✓	✓



2 3 4 5 7	Visit to College open event	The college open events in March are the quieter in terms of footfall and will support the reduction of the student anxieties. Minibuses will leave Grange Park at 1530 and parents are invited to meet at the college. Staff will support the students visiting the curriculum areas of their choice				✓	✓	✓
2 3 4 7	One day courses	TBC – potential for students to study a qualification in the subject area of interest to them one day week. Use local school for some option subjects				✓	✓	✓
4	Sports Leaders	Sports leadership qualification maybe undertaken by the school for students in Key stage 4/5. These qualifications allow students to build and develop behaviours and transferable skills for the workplace.				✓	✓	✓
4	Duke of Edinburgh	DoE qualification to be undertaken as part of enrichment			✓			
2 3 4	Options pathway	Students choose options to be studied at KS4. A suite of vocational subjects can be chosen. Pearson qualification core units			✓	✓	✓	
1 4	Maths/English for careers	Embedded across the curriculum through scheme of learning				✓	✓	✓
1 3 4 5	Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons	Embedded on subject areas scheme of learning			✓	✓	✓	✓
2 3 4 5	PSHE/Careers days	Throughout the academic year Grange Park will hold at least two careers days for the school to support the teaching of careers across the curriculum. Careers days give the students opportunities to engage in workshops, attend visits and attend guest speaker talks. Students and staff are encouraged to dress up as your chosen career for the day. The school will also take the students to a nearby mainstream secondary school to participate in their careers day	✓	✓	✓	✓	✓	✓
1 2 3 4 5 6 7	At least one meaningful encounter with an employer	This will take place in the form of an external visit or a guest speaker linked to their subject or as part of the enrichment programme. All students across the school attend enrichment. The planning and management of enrichment activities will consider careers when organising related activities, any external visitors to the school if they could also speak about their career path. A clear example is the Animal encounters session where students are made aware of the career pathway. PSHE day with PCSO that spoke about their job	✓	✓	✓	✓	✓	✓



1 2 3 4 6 7 8	College Carousel	The college carousel allows students to undertake six vocational areas at Mid Kent college.					✓	✓
1 3 4	Enterprise activities (ASDAN short course)	The school does not operate study leave so students undertaking exams are in school for the duration of the academic year. Transition into their new placement will take place alongside enterprise activities that may include the ASDAN short course.				✓	✓	✓
1 2 3 5 6	Work experience	Students to undertake work placements throughout the year linked to their programme of study. Parents are encouraged to support at this stage as well.					✓	✓
2 3 4 8	1-2-1 careers guidance	An external company (Education Development Trust) have been contracted to deliver the 1-2-1 careers guidance sessions with an advisor who specialises in SEN. Fifty students will receive an impartial meeting across the three year groups				✓	✓	✓
3	Travel training	Students of the post16 provision have access to the Independent travel training programme and school will support this process						✓
1 3 4	PSD/Employability qualification	Post 16 students undertake the personal and social development qualification aimed at improving social, communication and employability skills						✓
1 3 4 5 6	ASDAN Short courses	<p>Various short courses to support independent living. Topics include</p> <ul style="list-style-type: none"> • Independent Living <ul style="list-style-type: none"> ○ Foodwise ○ Living Independently ○ Gardening ○ Roadwise ○ Personal Finance • Employability <ul style="list-style-type: none"> ○ Volunteering ○ Careers and Experiencing Work <ul style="list-style-type: none"> ○ Leadership <ul style="list-style-type: none"> • PSHE ○ Beliefs and Values <ul style="list-style-type: none"> ○ Citizenship ○ Sex and Relationships 					✓	✓



7 8	Life Skills	Life skills that incorporates career choices and college course search					✓	
1 2 3 4 6 7 8	Transition Programme	Grange Parks transition programme into Post 16			✓	✓	✓	✓
1 3 4 5	Enrichment	Enrichment activities include DoE, Scout badges, farm visits, crafts, GCSE physics, English/maths interventions and targeted support, life skills.	✓	✓	✓	✓	✓	✓

