

The Bridge



Careers Education and Guidance Policy

Reviewed by: Maria Jackson

Approved: July 2021

Next Review Date: July 2023

Our Aim

Careers provision at The Bridge is predominantly delivered through the Personal, Social, Health and Economic (PSHE) curriculum and is designed to prepare students for their futures and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the wellbeing of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy. Our aim is for every student to leave The Bridge with a place to continue their education or to undertake an appropriate apprenticeship that has been chosen to develop their unique potential.

The Bridge careers programme aims to:

- Encourage students to be ambitious and aspirational
- Ensure students are prepared for the next steps in their education or career
- Help students understand the changing world of work and the importance of developing transferable skills
- Support positive transitions post 16
- Support inclusion, challenge stereotypes and promote equality of opportunity
- Enable students to meet the Unique Me principle “Finding a Fulfilling Future”

Leadership and Management of Careers

The Bridge Careers Education, Information and Guidance (CEIAG) is planned, delivered and evaluated by the Head of Personal Development through the PSHE curriculum. This includes co-ordinating work experience, both virtual and in real life and other careers related activities. The programme is supported by all staff in the school, with consultation and collaboration as needed and by the LIFE Trust Careers Manager. All staff contribute to CEIAG through their roles, and are aware of the barriers which may be faced by young people at The Bridge when it comes to accessing employment and educational opportunities.

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Our Offer

Every student will be entitled to:

- Participation in The Bridge PSHE programme including careers education, information and guidance
- Learning through real or virtual work experience opportunities
- Access to a range of different careers activities including guest speakers, extra-curricular activities and one to one careers consultations with LIFE Careers Manager, Rebecca Woods
- Learning in a safe environment that challenges stereotypes

- Access to a range of careers related resources including the Prospects STEPS booklets
- Colour Me personality profiling in Year 11
- Inclusion in whole school activity days as part of The Bridge Unique Me programme
- Find out about further education qualifications and apprenticeship opportunities
- Hear from a range of local providers about the opportunities they offer, through a range of events including Havering Raising the Participation Age (RPA) event, PAN Youth London Day, college open events etc
- Understand and be supported in making applications for the full range of academic and vocational courses and apprenticeships
- The opportunity to relate what they learn in lesson time to their life and career beyond The Bridge

Career information

Career information is available:

- Through the careers corner in the PSHE classroom
- Through lesson time devoted to careers as part of the PSHE curriculum. This includes the provision of suitable websites and resources
- Through LIFE Careers Manager, Rebecca Woods who meets with all Year 11 students on a one to one basis and can be booked for additional consultations
- Through Unique Me whole school activities

Current Priorities

Our careers programme is informed by these current priorities:

- To be fully Gatsby compliant
- Supporting individual aspirations, improving attainment and ensuring positive destinations
- Meeting the needs of specific groups including children with social, emotional and mental health issues, looked after children, young carers, children from disadvantaged backgrounds and children with special educational needs and disabilities
- Developing students career management skills, especially those associated with adaptability, resilience, enterprise and employability
- Improving young peoples' working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- Developing the use of digital technologies to meet young peoples' career development needs in conjunction with face to face support
- Working with parents, carers, alumni and education, community and business partners to meet students' career development needs

Key Stage 3 Provision and Aim

- An introduction to careers resources at The Bridge

- Lesson time to work on STEPS booklets looking at changes and transitions, help and support at school, skills and learning styles
- Access to a variety of appropriate resources
- Extracurricular trips to build positive relationships between peers and teachers, good communication skills and confidence and resilience building
- The Real Game Activity Day focussing on the world of work
- Access to The LIFE Trust Careers Fair

By the end of Key Stage 3, students will have:

- A better understanding of the range of careers and opportunities post 16
- A better understanding of their strengths and areas for development
- Developed employability soft skills such as teamwork, communication, creativity and resilience through the school curriculum and extracurricular activities
- The opportunity to take on positions of responsibility at The Bridge eg; Student Council Representative, LIFE Ambassador, Pet Prefect, Peer Mentor

Key Stage 4 Provision and Aim

- Lesson time devoted to ASDAN “Careers and your Future” module including Year 10 and 11 STEPS booklets looking at career pathways, employability skills, personal strengths and areas for development, CV writing
- Access to a variety of appropriate resources
- Opportunity for work experience – both virtual and real life
- One to one careers consultations with Rebecca Woods, LIFE Careers Manager
- Information on and attendance at college and sixth form open events including the local RPA event
- Targeted support for application writing and interview attendance where necessary
- Tracking all Year 11 students and their intended destinations to ensure suitable selections are made to the needs of each individual student
- Parent consultations to ensure suitability of course, location and transition
- Extracurricular trips, visits and clubs to continue developing important soft skills such as communication, resilience and teamwork
- Access to The LIFE Trust Careers Fair
- Colour Me personality profiling in Year 11 to help with identification of strengths and areas for development and CV writing
- Liaison between the Head of Personal Development at The Bridge and student destinations (SENDCo, Designated Safeguarding Lead etc) to ensure the smooth transition of students with social, emotional and mental health needs
- College and sixth form liaison on GCSE results day if necessary

By the end of Key Stage 4, students will have:

- Enhanced employability skills
- A personalised careers plan and action points
- Completed a period of up to one week’s work experience
- Been given direct contact and access to employers and education providers

- Been provided with various resources to help complete the post 16 application process, including interview preparation
- A positive post 16 destination first choice and back-up choice, with support to manage this transition
- Knowledge of different careers, labour market information and skills shortages
- The opportunity to take on positions of responsibility at The Bridge eg; Student Council Representative, LIFE Ambassador, Pet Prefect, Peer Mentor

Parent/carer involvement

Parents and carers will be encouraged to support career decisions and positive destinations. Parents and carers will have the opportunity to discuss their child's post 16 options at parents' evening, as well as being kept up to date with what is happening in the school and any special events eg The Real Game. Parents and carers will be kept informed throughout the application process to ensure the appropriate choice is made for their child.

Monitoring and Evaluation

The careers programme is monitored and evaluated in a variety of ways. The school values formal and informal measures, qualitative and quantitative data and outcomes for students.

- Student feedback on activities and programme
- Staff feedback on activities and programme
- Student destination figures post 16
- Employer feedback on events, work placements and other activities
- Parental feedback during parents' evenings or surveys

Review

This policy will be reviewed every two years.

Related documents

1. **School Development Plan**
2. **PSHE curriculum**
3. **Equality and Diversity policy**
4. **Safeguarding Policy**
5. **Home School Agreement**
6. **Provider Access Policy**
7. **The Bridge Careers Programme**