

PADDINGTON ACADEMY

Career Education and Guidance Policy

2023|24

Date of last review	October 2023	Review period	1 year
Date of next review	October 2024	Owner	Lauren Harper- Clements
Type of policy	Statutory	Approval	LGB
SLT member in charge	Lauren Harper- Clements		

Paddington Academy

Career Education and Guidance Policy

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Vision and values

Paddington Academy represents a culture of high aspiration, expectation, and success. Careers Education and Guidance is recognised as playing an important role in motivating our students, promoting equality of opportunity, and maximising their academic and personal achievements while at Paddington Academy and beyond.

We are committed to providing a planned programme of careers education for all students in years 7-13 to prepare students for the opportunities and challenges of adult and working life. Careers Education and Guidance has a high profile at Paddington Academy and a Careers Leader (Laura Snow) is appointed to manage and develop delivery to ensure the needs of our students are being met.

All students have an equal entitlement to high quality careers education, information, advice and guidance that will provide them with an understanding of the world of work, help them to explore career options and support them in making decisions about opportunities open to them. This underpins the school ethos to ensure that every student is well-educated, has the opportunity to attend university, and is able to lead a happy and fulfilled life.

Statutory requirements and expectations

The Academy is committed to its statutory duties in relation to careers using the Career Development Institute (CDI) framework to ensure that students acquire the skills, knowledge and attitudes that they need prepare, plan and move on with their lives. Focus is on six learning areas at Key stage 3 and 4.

- Grow throughout life
- Explore possibilities
- Manage career
- Create possibilities
- Balance life and work
- See the big picture

Student entitlement

Every student is entitled to high quality career education and guidance as part of their education which will support them on their career journey throughout education. Our provision includes various opportunities for students to access a range of events which are integrated into the school careers programme and curriculum.

All students complete an aspirations survey, this is used to identify opportunities and match students to appropriate events and sessions. At Paddington Academy we use Unifrog to track students career journeys throughout KS3, KS4 and KS5. Unifrog further supports students in making decisions regarding pathways and their education moving forwards.

Furthermore, by using the eight Gatsby Benchmarks we are able to provide a framework of careers guidance, information advice and guidance for our students.

1. A stable Careers programme	An embedded programme of career education and guidance	• A stable, structured careers programme led by Neha Modha and
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	<p>that is known and understood by students, parents, teachers, governors and employers.</p>	<p>our Careers Lead, Mrs Laura Snow that has the backing of the senior management and our governors.</p> <ul style="list-style-type: none"> • The careers programme is published on the school’s website which is updated to enable students, parents, teachers and employers to access and understand it. • The programme is regularly evaluated with feedback from students, parents, teachers and employers as part of the evaluation process. • We use the Compass+ programme throughout each academic year we are able to adjust the programme as well as identify where the gaps are in careers education.
<p>2. Learning from career and labour market information</p>	<p>Every student, and their parents, have access to good quality information about future study options and labour market opportunities. They have the support of an informed adviser to make best use of available information.</p>	<ul style="list-style-type: none"> • Through PHSE lessons all students will have accessed and used information about career paths and the labour market to inform their own decisions on study options. • Working with local employers, colleges and apprenticeship advisors, students are informed of trends. • Information is shared with parents at information evenings so that they can support their children. • The Y9 options processes supports parents and students in making decisions about their future.
<p>3. Addressing the needs of each student</p>	<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. Our careers programme embeds equality and diversity considerations throughout.</p>	<ul style="list-style-type: none"> • Our careers programme actively supports students career choices which are individual to them. • Students are actively encouraged by the careers and pastoral teams engage with tailor made programmes. • Unifrog for KS3, 4 and 5 is used to provide a full record of individual careers activity and an accurate data base.
<p>4. Linking curriculum learning to careers</p>	<p>All teachers link curriculum learning with careers. STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<ul style="list-style-type: none"> • By the age of 14, every pupil will have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.

		<ul style="list-style-type: none"> • This approach extends to all subjects, learning maps give examples of careers linking to the curriculum. • Subject Leads and teachers will refer to careers within their curriculum.
5. Encounters with employers and employees	<p>Every student has 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.</p>	<ul style="list-style-type: none"> • Every year students from the age of 11 to 18 years old have a meaningful encounter with employers through a range of activities including a Careers, HE, FE & Apprenticeships Fair which all years are invited to, work experience, an interview day, as well as visits to companies, careers talks and workshops delivered by external employers.
6. Experiences of workplaces	<p>Every student will have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.</p>	<ul style="list-style-type: none"> • By the age of 16, every pupil will have had at least one experience of a workplace, additional to any part-time jobs they may have. All Year 10 students complete a work experience during the last week of June. • By the age of 18 students will have had the opportunity to take part in a second work experience either face to face or virtual which will take place over the year and the first week of July.
7. Encounters with further and higher education	<p>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.</p>	<ul style="list-style-type: none"> • By the age of 16, every student will have had a meaningful encounter with FE, HE and apprenticeship pathways. • By the age of 18 students will have the opportunity to visit at least two universities this includes a whole Year 8 and Year 12 visit to a London university.
8. Personal guidance	<p>Every student should have opportunities for guidance interviews with a career 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.</p>	<ul style="list-style-type: none"> • Every student will have at least one personal guidance interview by the age of 16 with a qualified external careers advisor. • By the age of 18 students will be offered a second interview and work 1:1 with tutors to write personal statements and gain advice.

We offer providers and partners the opportunity to come into the Academy to speak to students and/or their parents. The school calendar varies each year, so providers need to contact the Careers Lead to identify the most suitable opportunity. These events are usually calendared in advance to help with planning. Below is a timetable of events/activities by year group.

Year group	Autumn term	Spring term	Summer term
7	IntoUniversity workshop September Assembly talk – Vocational area Medicine/health December	Assemblies and PSHE Careers Curriculum Carers fair – January Launch Unifrog and complete aspirations quiz	IntoUniversity - April Assemblies and tailored opportunities. Introduction to apprenticeships talk
8	Careers tutor talks IntoUniversity workshop Unifrog review	Half term tutor sessions in different subject disciplines Vocational focus Engineering - February Apprenticeships assembly	Career tutor talks Assemblies and tutor group opportunities IntoUniversity - May Y8 University Visit
9	Assembly – vocational focus, technology - December IntoUniversity	KS4 Options event Careers Fair - January IntoUniversity – January Half term tutor sessions on different pathways to university and careers	Career tutor talks Assemblies and tutor group opportunities IntoUniversity – 3 day Careers in Focus, May
10	Work experience preparation IntoUniversity – December Vocational pathways assembly - November	Oxbridge visits January & February IntoUniversity Next Top Doctor workshops - March	Employability day IntoUniversity - June Assemblies and tutor group opportunities Vocational area Finance Work experience - June
11	Post 16 evening IntoUniversity 1-1 Careers Guidance every Tuesday Apprenticeships assembly - December	1-1 Careers Guidance every Tuesday College Open Days Careers Fair - January Assemblies opportunities Vocational focus – engineering / architecture - January	Post 16 taster sessions
12	Oxbridge visit - November Careers talks from employers Realising Opportunities applications October Y12 Leadership Tuesday LBS Guru talks - November	Careers Fair - January Oxbridge visit – January Y12 Leadership Tuesday ASK Apprenticeship - February Assembly vocational area Law February UCL Next Top Doctor – March LBS Guru talks Jan- March	IntoUniversity personal statement support May UCAS preparation and pathways University visit Surrey - June Work experience - July University visit - July
13	IntoUniversity - September HE and Higher Apprenticeship Fair /applications	Workshops careers and apprenticeships Careers Fair – January	

	UCAS Career tutor talks Assembly vocational area Consultancy & Fintech - December	ASK Apprenticeship February IntoUniversity – life at university, finance - March	
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Roles and responsibilities

The Governing Body	The Governing Body makes sure that the school complies with its statutory responsibilities for Careers Education and that these are reflected in the School Careers Policy.
Senior Leadership Team	The SLT have an overview of the careers programme and makes sure that the Careers Lead is meeting the statutory guidance for all students in meeting the Gatsby Benchmarks. A member of SLT, Ms Neha Modha, line manages careers.
The Careers Lead	Responsible and accountable for the delivery of the school programme of careers advice and guidance. The role involves leading the team, planning, and managing careers provision in order to meet the Gatsby Benchmarks.
Subject Leaders	Subject teachers provide opportunities within the curriculum to support skills, qualities and information regarding careers opportunities and pathways to all students.
Heads of Year	Heads of Year and the Pastoral Teams support with distributing information regarding careers through tutor time/assemblies, identifying students for opportunities, informing parents/carers.
All staff	All staff are aware of their responsibility in supporting students’ aspirations and engage with activities in and out of school that support careers and develop skills and qualities.

Funding and resources

The Academy fully funds the following to deliver the careers programme and meet the statutory aspects:

- SLT Careers Link – Ms Lauren Harper-Clements Email: Lauren.HarperClements@paddington-academy.org
- Careers Lead – Ms Laura Snow Email: laura.snow@paddington-academy.org
- KS5 Careers Focus – Mr Sam Ineson Email: Sam.Ineson@paddington-academy.org
- Work Experience Coordinator – Ms Michelene Hinkson Email: michelene.hinkson@paddington-academy.org
- External Careers Advisor, Year 11 interviews – Ms Jenny Daykin Email: jenny.daykin@paddington-academy.org
- Unifrog is currently funded KS3, 4 and 5 in 2023/2024. This will be the main tool for tracking students’ progress against the Gatsby Benchmarks.

Monitoring reviewing, evaluating and reporting

The Academy uses the Compass tool to review and evaluate the career programme each year which helps to identify needs for the following year. Students, employers and parents complete evaluation forms which help to inform future opportunities and activities following career events and opportunities.

Stakeholders and partners

Parents/carers

We recognise the importance that parents have in their child's career development and arrange for opportunities to support them throughout the year at information and Parents evenings as well as careers events. We encourage parents to engage with the school website and their child's Unifrog account. The Careers curriculum will also be shared with Parents at the Parents Information Evening in September and October 2023.

Employers, community partners and learning providers

At Paddington Academy we are committed to working collaboratively with employers, HE, local learning providers and apprenticeship providers. Opportunities with local employers and vocational courses at local colleges are labour market led. The careers programme is therefore designed to support career and employment pathways for students helping them on their employability journey. Engagement with HE providers offer a range of experiences which support student access in chosen careers at degree level so that they feel included and have equal opportunities in their futures. Currently we work with the following to support this.

- Amazing Apprenticeships
- ASK apprenticeships
- Bouygues UK
- Dartmouth Partners
- Grand Junction (Arts and Heritage Centre)
- Imperial College London
- IntoUniversity
- Kings College London
- Laing O'Rourke
- London Business School
- Magdalen College, Oxford, Jesus College, Cambridge through the Westminster Partnership
- Network Rail
- Oaklin Consultancy
- Queen Mary University
- Quod
- Realising Opportunities programme
- SCS
- Spencer Stuart
- TD Cowen
- The Careers and Enterprise Company

- Unifrog
- University College London
- Westminster City Council
- Westminster City Lions
- Wycombe Abbey School for Medicine and Eton School