

CAREERS PROVISION

(POLICY DOCUMENT)

TAWHID BOYS SCHOOL

September 2019

Lead - M S POTTS & U Mapara

Careers at Tawhid Boys School

The Governors and staff of Tawhid Boys School are committed to the provision of a high quality education where every child succeeds to achieve to their full potential through an outstanding broad and balance curriculum, which inspires our students to acquire understanding, knowledge and skills appropriate to equip them for the 21st Century. We aim to provide learning experiences, which challenge, build self-esteem and confidence and so enable our students to take up their responsibilities as adults and members of society they live in. We are committed to raising the aspirations of our young people and to provide them with STEM and Career opportunities to improve their life chances.

This policy has been produced in consultation with Governors, Staff, Students and Parents / Carers (via School website and surveys) and is in accordance with all other school policies and related Acts including the Equality Act 2010. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths. All students are provided with the same opportunities. Hence, the School is committed to its duty to provide CEIAG to students in Years 7 to 11 and ensure that all students have access to impartial information, advice and guidance. We will be using the Gatsby Charitable Foundation Benchmarks to develop and improve our careers provision across all year groups.

AIMS:

Our Careers Education and Guidance policy has the following aims: -

- to contribute to strategies for raising achievement, especially by increasing motivation
- to encourage participation in continued learning including higher education, further education and Apprenticeships
- to provide opportunities for work related learning that enables pupils to make informed decisions about their future
- to develop enterprise and employment skills
- to reduce drop out from and course switching in education and training
- to focus students on their future aspirations
- to involve pupils, parents and carers

Ethos

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. Our careers programme is therefore committed to delivering high quality Careers Education, Information, Advice and Guidance (CEIAG) by ensuring students make informed decisions about their future through greater self-awareness, career exploration, impartial support and advice, work related learning and the development of employability skills. An important element to successfully deliver this is our working partnerships with employers, training advisors, colleges and universities. We are currently working towards the nationally recognised “The Quality in Careers Standard”.

Roles & Responsibilities

Governors: The governing body will provide clear advice and guidance to the Head Teacher on which to base a Careers education and guidance Strategy in line with the Gatsby Benchmarks. The governing body will also provide resources in line with the Annual Budget Review for Careers provision to ensure the agreed Strategy can be fully implemented to achieve its objectives and to deliver a stable, structured progressive careers programme.

Senior Leads: The Strategy shall also provide a Senior School Lead for Careers (Careers Coordinator) who will coordinate the initiatives laid out in the Strategy, set programmes to deliver and review its outcomes for pupils regularly. The Careers coordinator will be allocated 3 periods off timetable for the week to ensure Programmes are coordinated and delivered as per the School Careers annual planner. With the assistance of a Lead Admin staff (Mr S Alibhai), The Careers coordinator will also disseminate information across all stakeholders as well as on the school website of the schools provision for Careers education.

The Careers Coordinator (ML S Potts) will be supported by the Head Teacher and will attend appropriate CEIAG leadership training, network meetings, events to further develop and keep up with current changes and future development. A provision from the CPD budget will be available for the Careers Coordinator to enrol on to formal qualifications to further advance their expertise in the field. Any applications for Career development qualification will be favourably financially supported fully or subsidised partly.

Together, the Head Teacher and Careers Coordinator will also ensure the Review of the Careers Policy, audit the provision on an annual basis as part of the Whole School Improvement Plan Review, and ensure the school works towards achieving the Gatsby Benchmark. A section in the School Annual Report will be dedicated to reporting on Careers provision

Careers Advisors: The School will also work with BSIX College to provide pupil's access to appropriate impartial careers advice by a qualified careers advisor. The advisor will work with individuals as well as groups of pupils to ensure the smooth transition between key stages through the Choices and other planned Programmes outlined in the School Compact Partnership. The Advisor attends School parent's evenings and is available to provide one-to-one support and guidance to individual pupils and parents. The Head teacher and Careers lead also provide advice and guidance to pupils through the periodic Progress Review Meetings.

Pupils, Parents & Carers: A successful Careers programme can only be achieved through the active participation of Pupils, Parents & Carers. We therefore value the input of our parents and careers and will engage with them through Periodic Pupil Progress Review meetings, Parents evenings, disseminating information on the School website, Newsletters, career events and STEM Programmes. Parents also have an opportunity to request meetings with Career leads any time during the academic year.

Curriculum: All subject teachers and Tutors are to ensure every opportunity is taken up to link their subject content with the real world and to the range of life and work related functional aspects. Teachers are responsible for signposting pupils to where they can get further reliable information, advice and guidance including promoting well established recognised professional institutions for further research of interest.

Provision: Tawhid Boys School will provide a range of resources and facilities for its pupils through the careers curriculum to ensure effective career guidance is provided to all pupils that will prepare them for the next stage in their education, training or employment.

A comprehensive Careers programme will run from Year 7 to Year 11 allowing pupils to develop an in-depth understanding of their Career options and choices beyond 14 and 16. These programmes will consist of college experience days, lesson observations, advice on Post 16 options and pathways. Links with Colleges and Universities has allowed Tawhid to provide college university experience days as well as for our pupils to meet Alumni's and to share their experiences Post Tawhid. These will help to raise pupils' aspirations and

inspire them to achieve high. Motivational talks will also form part of raising pupils' aspiration programme. A well-informed pupil will have direction of where he wants to go and his destination.

Review: This Policy will be reviewed annually as part of the School Policy Reviews planner. The Review will be checked against the Gatsby Benchmark as well as any further recommendations set out in the Independent Schools Standards and guidance. Year 11 attainment and destination data will be used to monitor the effectiveness of the programme and to identify areas of improvements needed in CEIAG provision.

Careers Programme & Delivery Models for Year 7 -11

Year 7

Lessons tailored around developing their personal qualities in parts of the school curriculum.

- Whole school assemblies
- Inspirational speakers
- Developing skills such as empathy, motivation, self-esteem, decision-making, and commitment, managing time, money matters and interpersonal awareness.
- Educational trips around UK and abroad
- Mind set Workshops- Communicating & growth Mindset

Year 8

Lessons on general decision-making, the world of work and how that links into their own interests.

- Whole school assemblies
- Inspirational speakers
- Developing soft skills such as having a positive attitude, being organised, friendly, presentable, loyal and respectful, good listener, literate, numerate and resourceful.
- Educational trips around UK and around
- Mind set Workshops- Growth Mindset & Concentration training

Year 9

Lessons and activities tailored around developing teamwork and skills in the work place.

- Whole school assemblies
- Inspirational speakers
- Meeting professional in different fields of work
- Volunteering and running charity events.
- Visits to Colleges and Universities for choices programmes
- Educational trips around UK and abroad
- Mindset Workshops- Mastery Mindset & Leadership
- STEM Events
- End of Year 9 – Choices Interview

Year 10

The focus is work experience including preparation, implementation and evaluation.

- Whole school assemblies
- Prepare for work experience- Research different fields of work, developing a CV, call/email employers/organisations, attend interviews, organise work experience folder.
- Lesson on how to conduct oneself at work e.g. punctuality etc.

- Career visits to various colleges and universities.
- Skills Event & exhibitions
- Introduction to small businesses, Unit 1 BS GCSE
- One to one interviews with career advisors.
- Understanding Small businesses (Business Studies GCSE)
- Educational trips around UK and abroad
- Mind set Workshops- Studying with the brain in mind
- Careers Ambassadors in School

Year 11

The focus is post 16 options and the Application process.

- Academic pathways & vocational studies
- Apprentice and employment
- Open Days
- Application process and Interviews
- Meet professionals from different fields of work.
- Visit to career events, colleges and universities.
- Skills Event & exhibitions
- Building a business, Unit 3 BS GCSE
- Careers Ambassadors in School
- Educational trips around UK and abroad
- Mind set Workshops- Performance under pressure

Careers Curriculum at TBS

Y7

- You and Your Time: Managing Your Time (Unit 4)
- You and Your Money: Pocket Money, Budgeting and Saving
- You and the world of work: Developing a product. (Unit 3 New)
- You and the world of work: Attitudes to work. (Unit 20 New)
- Skills for Jobs (Unit 11)
- STEM workshops (Big Bang events)

Y8

- You and the Media: The power of advertising
- You and the world of work: Employment and unemployment (Unit 13 New)
- You and the world of work: Understanding business. (Unit 19 New)
- Skills for Jobs (Unit 10)
- STEM workshops (Big Bang events)

Y9

- You and the Media: The power of the press (Unit 10)
- You and your Money: Banking and ways of saving (Unit 11)
- I&CE Lesson 6: Volunteering and Giving Charity
- I& CE Lesson 14: Living and Working with Others
- You and the world of work. Investigating careers. (Unit 11 New)
- Choices Programme at B6
- You and your Choices. For years 9 and 10 (Unit 14 New)
- STEM workshops (Big Bang events)

Y10

- Thinking Ahead: Planning Your Future (Unit 11)
- Managing your money (Unit 12)
- Financing businesses (Unit 20 New)

- Enterprise challenge (Unit 21 New)
- Prepare for work experience
- Careers – Visit to Bsix
- WS Unit 4: Searching for a job (1)
- WS Unit 5: Applying for a job (1)
- WS Unit 6: Preparing for an interview. (1)
- WS Unit 7: Interview skills. (1)
- WS Unit 8: Self management skills (2)
- 2 Weeks Work Experience
- Workskills Event
- Career s Ambassador programme
- STEM workshops at Universities
- Transitions project with B6 College and Universities

Y11

- The Global Economy (Unit 5)
- Managing Your Money (Unit 12)
- Co-operating on a community project (Unit 18 Your life 5 New)
- CS - Case study 3: How does the global economy work?
- WS Unit 10: Career progression (2)
- WS Unit 20: Investigating Rights and Responsibilities at work. (1)
- WS Unit 21: Managing your health at work. (1)
- WS Unit 26: Preparing for work placement (1)
- WS Unit 27: Learning from work placement (2)
- Work Skills Event
- College Experience programme B6
- Mentor meetings with tawhid Alumni
- Career s Ambassador programme
- Careers presentation from colleges and Sixth Forms
- Thinking ahead - Planning your future. Options at 16, Apprenticeships, job applications. (Unit 5 Your life 5 New)

TBS Careers Planner for 2018-2019

<u>KS3</u>	<u>KS4</u>
<p>Oct 30th - Maps - Drawing The Line (British library)</p> <p>Nov 6th - Y7,8 & 9 Pupil Progress Review Parents Evening</p> <p>29th Nov - Exploring English at the British Library</p>	<p>Oct 11th - Y10 Trip to Bank of England</p>
<p>Dec 10th - You and your money – pocket money, budgeting and saving (Unit 11) Y7</p> <p>Dec 20th - You and the world of work - Investigating careers (Unit 11) Y9 Class</p>	<p>Oct 18th - Y11 College Experience at B6 - Pupils visit a range taster lessons</p> <p>Nov 8th - Y11 Alumni presentation, 12.35 – 1.25 at TBS - Students mentor meeting with Y11 on career choices</p> <p>Nov 21st - Thinking Ahead – Planning your future - Options at 16, Apprenticeships and job applications. (Unit 5) PSHCE – Year 11</p> <p>Nov 23rd - Y11 Trip to Excel Skills London</p>
<p>Jan 17th - Sacred Texts (British Library) Y9</p>	<p>Dec 18th - Story of Parliament</p>
<p>Feb 5th - Year 7 & 8 Parents Evening</p> <p>Feb 12th - Year 9 & 10 Parents Evening</p>	<p>Jan 22nd - Y11 - Parents Evening B6 to attend at TBS - 17.00-19.30</p>
<p>Feb 28th - Energy Live' Science Show for Y9</p>	<p>Feb 13th - Y11- Interviews at TBS - 13.30-15.00</p>
<p>Mar 8th - 17th - Start of National Science & Engineering Week / British science week</p> <p>Mar 11th - You and the world of work: Developing a product. (Unit 13) Y7 Class</p> <p>Mar 15th - You and the world of work: Understanding business. (Unit 19) Y8 Class</p> <p>Mar 18th - You and the world of work: Attitudes to work. (Unit 20) Y7 Class</p> <p>Mar 22nd - You and the world of work: Employment and unemployment (Unit 13) Y8 Class</p>	<p>May 11th - Prepare For Work Experience (Unit 22) Unit 4: Searching for a job, Unit 5: Applying for a job , Unit 6: Preparing for an interview, Unit 7: Interview skills, Unit 8: Self management skills</p> <p>Jun 24th - Start of Y10 Work Experience (Jun 24th-July 5th)</p>
<p>May 8th You and your Choices- for years 9 and 10 (Unit 14) (Y9 Class) - Wednesday 2019, 13.50 – 14.50 at BSIX College</p>	

TBS Careers audit - Framework and Learning Outcomes

<u>KS3</u>	<u>KS4</u>	<u>Action Points</u>	<u>When</u>
<p>Self-awareness –</p> <p>describe yourself, your strengths and preferences (Unit 1 self-esteem Y8)</p>	<p>Self-awareness –</p> <p>recognise how you are changing, what you have to offer and what's important</p> <p>to you. <i>Pupils complete an occupational interest's questionnaire and discuss the results with their mentor/tutor/coach. (Unit 1 Y10 and Unit 5 Y11 T1)</i></p>		
<p>Self determination –</p> <p>tell positive stories about your wellbeing, progress and achievement (Unit 5 Y8)</p>	<p>Self determination –</p> <p>explain how you use positive versions of your own story to manage your wellbeing, progress and achievement. <i>Pupils set personal and learning targets to build on their strengths. (Unit 5 Y10 T2)</i></p>		
<p>Self-improvement as a learner –</p> <p><i>Pupils review their experience of interviewing a visitor and what they learnt from the answers to their questions (Assemblies and guest speakers)</i></p>	<p>Self-improvement as a learner –</p> <p>review and reflect upon how you have benefitted as a learner from careers, employability and enterprise activities and experiences. (Y10 WE feedback T3)</p>		
<p>Exploring careers and careers development –</p> <p>describe different ways of looking at people's careers and how they develop (Tutor group)</p>	<p>Exploring careers and careers development –</p> <p>explain key ideas about career and career development. (Unit 11 Y9 and Unit 5 Y10 T1)</p>	<p>Develop a GCSE Offer Booklet for pupils & Parents to show relevance of subjects to different careers</p> <p><i>Resource:- Russell Group Informed Choices booklet</i></p> <p>www.russellgroup.ac.uk/for_students/school-and-college-in-the-uk/subject-choices-at-school-and-college/</p> <p>Mini Alumni case studies of previous students and what they have done leaving school</p>	

		<p>Guest in school – First 5 minutes spend telling pupils what they do and how they got there</p> <p>Jobs using your subject display in each classroom (Pictures of people in different careers related to your subject) www.pinterest.com/careersdefender/subject-careers-lessons-for-ncw Main Hallway display during Careers week –could be mini case studies</p>	
<p>Investigating work and working life -</p> <p>identify different kinds of work and why people’s satisfaction with their working lives can change (Unit 5, Unit 20 Y7)</p>	<p>Investigating work and working life –</p> <p>explain how work is changing and how this may impact on people’s satisfaction with their working lives. (Goeg Y11)</p>	<p>Create Jobs Profiles (<i>iCould</i> or NCS job profiles)</p>	
<p>Valuing equality, diversity and inclusion -</p> <p>identify how to stand up to stereotyping and discrimination that is damaging to you and those around you (Unit 9 Y7)</p>	<p>Understanding business and industry –</p> <p>explain different types of businesses, how they operate and how they measure success. (BS Unit 1, 2 & 3)</p>	<p>You and the world of work: Understanding business. (Unit 19) Y8 Class</p>	
<p>Learning about safe working practices and environments -</p> <p>be aware of the laws and bye-laws relating to young people’s permitted hours and types of employment; and know how to minimise health and safety risks to you and those around you (Unit 12 Y7 T2)</p>	<p>Valuing equality, diversity and inclusion -</p> <p>recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion and know your rights and responsibilities in relation to these issues. (Unit 7 Y10 T1)</p>	<p>H&S at work booklet for Y10 Work Experience</p>	
<p>Preparing for employability -</p> <p>recognise the qualities and skills that help to make a young person employable and provide evidence for those you have demonstrated both in and out of school (Unit 4 Y7)</p>	<p>Learning about safe working practices and environments -</p> <p>be aware of your responsibilities and rights as a student, trainee or employee for following safe working practices. (Y10 WE T2/3)</p>	<p>List of skills gained by studying all subjects in our school</p> <p>Manage your health at work Unit 21 WS Y10 T2/T3. Pupils prepare for WE and learn how to stay safe in a working environment.</p>	

<p>Developing personal financial capability -</p> <p>Pupils are set a budget to support them in raising funds for the school's/academy's chosen local charity. (Unit 11 Y7 T1)</p>	<p>Making the most of careers information, advice and guidance –</p> <p>Pupils discuss their options with family, friends/social network, school staff and career specialists and carefully weigh up the advice received. Pupils are introduced to employers through facilitated network meetings. (WE and career skills events)</p>	<p>Include a Careers Page in Pupil Planner making explicit what we provide and other relevant info</p> <p>Promote provision on School website (Keep section on Careers updated with</p>	
	<p>Preparing for employability –</p> <p>show how you are continuing to develop the qualities and skills you will need to improve your employability. (WE Y10 T2/3)</p>	<p>https://www.young-enterprise.org.uk/what-we-do/secondary-programmes/employability-masterclass-2/</p> <p>Help students to consider the skills and personal qualities employers value and how to evidence these skills</p>	
	<p>Showing initiative and enterprise –</p> <p>show that you can be enterprising in the way you learn, work and manage your career</p> <p>while working with local employers. (WE Y10 T2/3)</p>	<p>Pupils work experience feedback form. T3 Y10 Pshce</p>	
	<p>Developing personal financial capability –</p> <p>Show that you can manage your own money and understand how to access financial support. (Unit 19 Y10 T2)</p>	<p>You and your money - pocket money, budgeting and saving. Planning and preparing business plans. Unit 11 T1 Pshce Y7</p> <p>https://www.pfeg.org/resources/details/barclays-money-skills-key-stage-4</p> <ul style="list-style-type: none"> -Improve their knowledge and understanding of money function. - Apply basic financial skills in a variety of relevant contexts. - Use and develop their broader personal and social skills. - Think about the financial skills, services and resources they might need in the future. - Develop the confidence to take financial decisions in a responsible manner by being aware of the effects of decisions they make. 	

		Bank of England Trip - Y7 class http://www.bankofengland.co.uk/education/Pages/default.aspx	
	Identifying choices and opportunities -- Be able to research your education, training, apprenticeships, employment and volunteering options including information about the best progression pathways through to specific goals.	Thinking Ahead - Planning your future - Options at 16, Apprenticeships and job applications. (Unit 5) PSHCE - Year 11 You and your Choices- for years 9 - Unit 14 BSIX college visit http://bsix.ac.uk/index.htm	
	Planning and deciding – know how to make plans and decisions carefully including how to solve problems and deal appropriately with influences on you. (Geog Y11 environmental – tourism)		
Further School Action points & Notes		Work towards achieving the Quality Standards (CEIAG) www.qualityincareers.org.uk Case studies www.qualityincareers.org.uk/careersguidance.php?page=casestudies_map CDI (Careers Development Institute) membership www.thecdi.net/school-affiliate Career Kickstart www.careerkickstart.rbs.com	Begin Oct 2017 Develop an Action plan to complete task by Sept 2019