

Careers Policy

2018 - 19



KAA Mission Statement

INTREPIDUS (adj.)

Definitions: Undaunted, fearless, bold

KAA has at its core the pursuit of the very highest standards in education, both inside the classroom and beyond it. We believe all children can exceed their expectations, no matter what their prior attainment and experiences. At our school no child will be labelled; we will treat them all as intelligent and individual. Through our ethos, our extended curriculum and our entrepreneurial approach we will develop students into confident, rounded individuals, equipped for anything that life throws at them. Our motto – INTREPIDUS – will help us to realise our ambition.

As KAA staff we aim to:

- Create a culture of high aspirations, high motivation and high achievement for all
- Build a strong community based on fairness and personal responsibility
- Welcome, value and respect all who come into the school
- Be reflective and committed to our ongoing development as teachers and leaders, in our continuous strive for excellence
- Promote positive dialogue and partnership with our community

Our four core values are:



We know they will guide our work to create an outstanding academy which transforms the lives of our students.

Contents

KAA Careers Strategy

1. Introduction

Aims

Our Model

2. KS3 & 4

PSHE & Tutor Period

Extra-Curricular

Creates: Entrepreneurship

Work experience

3. KS5

PSHE & Tutor Period

Mentoring

Extra-Curricular

UCAS Guidance

Work Experience

4. Whole School

Information & Advice

External Support

Introduction

Aims

This careers policy aims to:

- Ensure students have the knowledge, skills and self-awareness to successfully transition into future education, training or employment and to fulfil their career ambitions.
- Foster independence and resilience, in keeping with our core values.
- Promote entrepreneurial attitudes and skills.
- Challenge stereotypes and broaden aspirations in relation to career choices.
- Develop the careers education we offer to students by working with parents and guardians, as well as education, community and business partners.

Our Model

The aims of this policy are met through a number of different means;

- A careers education programme from Years 8 – 13 delivered mainly through PSHE and tutor period.
- Impartial careers advice, provided by our in-house careers adviser and supplemented by independent guidance from external sources including online tools, visiting speakers, trips and partner organisations.
- Work experience placements for both Year 10 and 12 students
- A whole school 'Creates' entrepreneurship programme and a broad offer of high quality enrichment activities.

Implementation of the careers policy is overseen by a dedicated SLT member in charge of careers, supported by the school careers adviser. In addition to this, the Head of Sixth form is responsible for managing higher education guidance in Years 12 & 13. Form tutors also play a key role in delivering careers education through PSHE and tutor period.

KS3 & 4

PSHE & Tutor Period

The main aims of our careers education programme in KS3 & 4 are to promote self-awareness and develop students' knowledge of the world of work whilst also providing support and information at key transitional stages.

In KS3, careers and entrepreneurship education is delivered for each year group during PSHE lessons in the Spr2 term. The exception to this is Year 9, when the whole spring term is dedicated to careers and GCSE option choices.

Year 9

The spring term PSHE programme focuses on GCSE options and includes subject related assemblies, as well as lesson and tutor time activities, to help students make informed GCSE choices.

In addition to this, all Year 9 students take part in a careers themed induction day at beginning of the year. The aim of this is to explore career choices and how their GCSE options fit into their future ambitions.

KS4

In KS4, core PSHE curriculum is delivered through weekly tutor time sessions. The Sum1 content focuses on careers and employability. Students explore career plans in relation to their skills, abilities and achievements whilst also developing employability skills through CV and cover letter writing sessions and practise interviews. A mini careers fair organised for the day also ensures students get the chance to meet representatives from a range of different industries.

In Year 11 during the autumn term, dedicated assemblies and tutor period activities support students with post 16 decision making. Assemblies feature talks from external agencies and other education providers, showcasing the range of post 16 options available. This is supplemented by tutor period activities including use of the Unifrog platform to research and record intended pathways.

Enrichment

The wide range of high quality enrichments on offer at KAA helps to broaden students' horizons, develop their self-awareness and independence whilst also teaching students more about the world.

We aim to provide enrichments that specifically cater to students' career development needs, including the opportunity for Year 10 students to complete the Duke of Edinburgh's Award. Through working with Kensington Creates we are also offer Creates Clubs for each year group, which support students in running their own business as well a programme run by the Young Enterprise Company for Y10 students.

Creates

Working with our partners Kensington Creates and volunteers from Goldman Sachs, we offer entrepreneurship and employability workshops to groups of students throughout the year.

At least one, off timetable 'Industry Day' is organised each year involving the whole school. Students develop their problem solving, team work and communication skills through working on a real world project briefs, supported by business volunteers.

Work Experience

Students in Year 10 are supported to find their own work experience during the summer holidays. Our expectation is that parents support students in finding a work experience placement and this is communicated to students and parents at the drop down day in Sum I. Students are also supported in finding placements through CV and e-mail writing lessons during the drop down day and through tutor period activities. Students are also able to access one to one support in finding a placement through our in-house careers adviser.

We understand that not all students will be able to find their own work experience opportunity, so we will find and organise placements for targeted groups of students.

In 2017-18 we piloted our first ever strategy for WEX for our Y10 students, who will be undertaking a week's work experience in the autumn term of Y11 during the two-week half term. For our Y10 students in 2018-19 we will be piloting a new strategy whereby students will undertake a week's work experience in the last week of the summer term.

KS5

The aim is to provide students with the information to choose the right career and gain the right skills to enable this, while retaining flexibility; students' first career is not likely to be their last one. In addition to the highest possible quality academic teaching, this breaks into the following areas:

PSHE & Tutor Period

During the autumn term, Year 12 students take part in a series of PSHE sessions focused on employability skills; CV writing, interview technique, writing speculative e-mails and finding work experience.

Our Thursday morning PSHE lecture series means students hear from a wide range of inspirational people about their career journeys. Our aim is to have at least two lectures per half term, with past speakers including former Deputy Children's Commissioner for England, Sue Berelowitz and Metro editor Toby Young.

One tutor period each week is dedicated to providing independent and impartial careers information to students. Resources are created by our in-house careers adviser, and include relevant videos as well as activities focused on self-awareness, career decision making and employability skills.

Extra-Curricular

Students hear from a range of external speakers through our enrichment programme of Academic Societies, which all students take part in. Students choose an academic society based on the subject they are most likely to study at university, meaning careers talks can be targeted based on employment sectors and student's interests. In the autumn term, each society is visited by a university student ambassador related to the society's subject. This is followed by at least one careers talk from an Inspiring the Future volunteer working in a related industry during the spring term.

Sixth Form students have the opportunity to complete their Duke of Edinburgh's Award whilst at KAA.

UCAS Guidance

Students receive ongoing support throughout the year in relation to higher education decision making and applications.

Our internal UCAS programme consists of an UCAS day during SUM2, which includes visitors from external agencies delivering sessions about higher education as well as alternatives to university such as apprenticeships and school leaver's programmes.

We will ensure parents and guardians are provided with information about university, non-university options, medical school and Oxbridge applications through a parent's information evening in the autumn term.

Through our partnership with Godolphin and Latymer School, Sixth Form students wishing to apply to US universities are supported by a dedicated US universities adviser.

Work Experience

Year 12 students are encouraged to find their own work experience placements throughout the year or during our dedicated work experience week in July.

Our Year 12 PSHE programme supports students with this process and our in-house careers adviser offers extra guidance to individual students looking for placements. Opportunities are also advertised throughout the year via the Sixth Form intranet, tutor period and academic societies.

A small number of placements are offered through the school in specialist areas such as medicine and architecture.

Whole School Strategy

Information and Advice

Students can gain access to independent and impartial advice via careers resource areas on the school intranet; KAA Online. Separate areas for KS3 & 4 and Sixth Form ensure information provided is age appropriate and relevant to key transition points. Physical careers resources are also available in the KS4 and Sixth Form libraries.

In addition to this, Sixth Form students can access comprehensive and up to date information about post-18 options via the online platform Unifrog. This is done independently and during dedicated PSHE lessons and tutor period. The Unifrog platform will also be used by Y10 & 11 students to research and plan for their transition to further education from 2017-18.

Our in-house careers adviser provides impartial advice and guidance to all KS4 & 5 students through regular drop in sessions. We will be piloting a referral scheme this year, whereby Directors of Learning will refer students to the careers advisor whom they feel requires targeted, one to one support.

Within our specialist autism support unit, the Grandin Centre, we have a dedicated teacher (qualified SENCO) responsible for advising Grandin students about post-16 options and supporting their transition to education or training after KS4.

In the autumn term, all Year 12 students visit the University and Apprenticeship Fair, providing an opportunity to meet with a range of employers, education providers and careers guidance organisations.

External Support

IntoUniversity

We work closely with IntoUniversity to ensure that targeted groups of students receive information, advice and guidance about higher education. Our IntoUniversity cohorts in each year group, including the Sixth Form, attend workshops twice a year throughout their time at KAA. Students also benefit from a range of opportunities offered by IntoUniversity, including after school drop-in sessions and work experience opportunities.

The Access Project

Working in partnership with The Access Project, we will provide high quality tutoring and mentoring to a group of around 50 Year 10 and Sixth Form students.

NEET Support Services

Since opening our Sixth Form in 2016 we have developed partnerships with local authority NEET support services. Students who leave the academy before finishing Year 12 or 13 are referred to Resurgo, a 6-week employability programme, which is followed up by a 1-year mentor support program.

The school will also work with the Princes' Trust Achieve programme with a targeted group of around 30 at risk students, which we intend to trial with our School Within a School (SWS) programme in 2018-19.