

# Frederick Bremer School



## Careers and Progression Policy 2019-20

Person Responsible	Alex Palombo
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If yes, which committee	SIP Committee
Ratified by Governors on	February 2020
This policy is communicated by the following means	Information Hub and Website



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## 1. Policy Overview

High quality Careers Education and Guidance are an essential element of the support that young people need to help them make informed and independent decisions about their educational and career pathways. At Frederick Bremer we are committed to providing all our pupils with a planned Careers & Progression programme which offers appropriate information, advice, guidance and opportunities to support their academic progression and promote career aspirations. As such it is our aim to ensure that each of our pupils are provided with all the support necessary to achieve their best possible educational outcome and access to appropriate pathways into employment.

## 2. Policy Aims

Our Careers & Progression Policy has been developed to:

- Provide an outline of the roles and responsibilities of staff, pupils and parents/carers in supporting the effective delivery of our planned Careers & Progression programme.
- Provide an outline of the core purpose and aims of the school's planned Careers & Progression programme
- Provide an outline of the Careers & Progression programme and how/when this is delivered to pupils throughout the academic year

This policy should be read in conjunction with the our 'Provider Access Policy Statement' which is available through the school website.

Academic fulfilment is a key determinant of career success and, therefore, the content of this policy is directly linked to the overall aims of the school. Successfully achieving the aims stated within this policy will, therefore, support pupils as they strive to 'be the best they can be'.

## 3. Roles & Responsibilities

Opportunities to discover and explore potential progression routes and career pathways are integrated across the curriculum and all staff, therefore, have a responsibility to ensure they make full use of all such opportunities. Distinct elements of the programme are also delivered by nominated post-holders who hold specific responsibility for the planning and delivery of all such activities.

### Careers & Progression Leader

The Careers & Progression Leader is responsible for the planning, delivery and evaluation of all extra-curricular elements of the Careers & Progression programme. The school's Careers & Progression Leader can be contacted using the following details:

<b>Role:</b>	Careers & Progression Leader
<b>Contact Name:</b>	Mrs Elaine Seymour
<b>Contact number:</b>	0208 4983361
<b>Contact email:</b>	<a href="mailto:careers@bremer.waltham.sch.uk">careers@bremer.waltham.sch.uk</a>



### Wellbeing Programme Leader

The wellbeing programme leader is responsible for the planning, delivery and evaluation of designated elements of the wellbeing curriculum which are directly linked to the school’s Careers & Progression programme.

### Heads of Department

Heads of department are responsible for ensuring that the planned curriculum within their subject area incorporates a range of opportunities for pupils to discover and explore progression routes and careers related to this subject. This should include information about potential career opportunities within the relevant subject area as well as opportunities for pupils to develop an understanding of how the skills/knowledge they are developing can support them within their future career and academic progression.

### All Staff

All staff at Frederick Bremer are jointly responsible for ensuring that pupils engage with all elements of the Careers & Progression programme. All staff are also asked to support pupils with exploring their potential progression routes and career options through signposting opportunities offered to them by different elements of the school.

### Pupils

All pupils participating in activities within the Careers & progression programme are expected to ‘be the best they can be’ at all times and are, therefore, expected to engage positively with all events within the programme. Pupils are also actively encouraged to access the extended support offered to them through the Careers Library, online/printed resources and our external partners.

### Parents & Carers

As with all elements of their child’s education, parents and carers are asked to ensure they actively support the school in achieving it’s aims, including ensuring that their child engages fully with the range of opportunities offered to them.

## 4. Careers & Progression Programme

Our Careers & Progression programme is designed to meet the needs of all pupils at Frederick Bremer. As pupils move through the school from year 7-11, different elements of our programme provide access to activities and information that support pupils to make informed decisions about their progression routes and careers opportunities. The stepped approach of this programme helps ensure that pupils have access to appropriately timed support to make decisions about their GCSE options and are able to achieve an appropriate pathway into further education and beyond.

All young people are entitled to receive high quality careers information and guidance which is both impartial and specific to their individual needs. To help achieve this requirement our planned programme has been developed to include 3 distinct ‘steps’ which can be identified as follows:

<p><b>Stage 1: Induction</b> (Year 7)</p>	<p>Stage 1 of the programme is designed to introduce pupils to the sources of information within the school as well as support their consideration of potential career pathways / higher education opportunities.</p>
<p><b>Stage 2: Development</b> (Year 8 &amp; 9)</p>	<p>Stage 2 of the programme is designed to support pupils with making informed decision about their GCSE options and to provide extended exposure to employers the business environment.</p>
<p><b>Stage 3: Immersion</b> (Year 10 &amp; 11)</p>	<p>Stage 3 of the programme is designed to support pupils in making informed decision about their further/higher education opportunities, whilst also offering opportunities for pupils to immerse themselves into the work of work and/or other skill development programmes.</p>



Each of these stages offers pupils a range of differentiated opportunities. Through this stepped approach the school strives to provide appropriate guidance, up to date information and a range of opportunities to keep them informed about their ever changing opportunities. Through each ‘stage’ in the programme it is our aim to help pupils develop a positive self-image, increase self-confidence and raise their personal aspirations.

The principal aims of our Careers & Progression programme are:

- Ensure that pupils receive appropriate guidance and have opportunities to investigate options for further/higher education and employment to enable them to make informed decisions and manage transitions at key points in their education and career.
- Ensure that pupils progress onto further education, work-related training or an Apprenticeship when they leave Frederick Bremer.
- Ensure that pupils develop an understanding of their own and others strengths, limitations, and personal qualities in order to prepare them for the opportunities, experience and responsibilities of adult life.
- Ensure that pupils develop a broad understanding of the employment opportunities available to them for their future career and prepare them with a range of work related skills/knowledge to assist them in securing these opportunities.

### 5. Programme Delivery and Links to the Curriculum

To help achieve the desired aims, our planned Careers Education & Guidance programme is delivered through a combination of activities linked to the curriculum, specialist activities delivered by the school, bespoke and impartial advice offered to pupils on an individual basis and access to opportunities to experience the work and university environment through partner employees and universities.

Activities that are included within the Careers Educations & Guidance programme include:

	Autumn term	Spring term	Summer term
<b>Year 7</b>	Year 7 & 8 Aspiration Evening*	University Visits*	Assembly Opportunities*
<b>Year 8</b>	Year 7 & 8 Aspiration Evening*	Assembly Opportunities* Bridging Curriculum Options Employability Skills Workshops (WB)	Business Visits*
<b>Year 9</b>	Assembly Opportunities*	Careers Interviews GCSE Options Process Future Planning Workshop’s (WB)	Careers Panels* Business Visits*
<b>Year 10</b>	Assembly Opportunities* Interview Skills Workshop 1 (WB)	Assembly Opportunities* Young Talent Programme Apprenticeship Workshops	Progression Week Interview Skills Workshop 2* Work Experience Placements* Employability Skills Sessions*
<b>Year 11</b>	Progression Evening* FE Provider Presentations* Personal Statement Workshops (WB)	FE Provider Visits* Application Support Workshops	Work Experience Placements* National Citizenship Service

\* - Indicates elements open to support from external providers

WB - Indicates elements delivered through the school’s Wellbeing Curriculum

Each element of our Careers & Progression programme is reviewed on an annual basis to help us ensure that information is up-to-date and that activities achieve these goals.



### Experience of the Work Environment

Our Careers & Progression programme includes discreet elements which provide all pupils with the opportunity to visit businesses and develop an understanding of the work-environment as well as the range of different roles available to them. Alongside these 1 day opportunities available to pupils throughout their time at the school, our pupils can also gain experience through formal work experience placements:

- Selecting to participate in a 1 week work-experience placement during Progression Week (Year 10)
- Taking up other external opportunities which the school signposts as and when these are available from external providers.

The school actively supports pupils to gain experience of work and, therefore, encourages all pupils to explore any such opportunities available to them outside of school. Advice and support is available from the Careers & Progression Leader to assist pupils with maximising their chances through application / interview support if requested.

## 6. Links to other organisations

To help us in providing high quality opportunities to our pupils we have developed a strong and ever growing network of partnership organisations. Current employer and educational links include:

<b>Simmons &amp; Simmons</b>	Offering opportunities for pupils to participate in the Young Talent Programme (developing employability skills and experience of the work environment)
<b>My Kinda Future</b>	Offering a wide range of opportunities for pupils to explore the world of work through school events and independent engagement with opportunities.
<b>BEAL 6<sup>th</sup> Form</b>	Offers the opportunity for Frederick Bremer pupils to attend a College experience day and/or support with applications in Year 11.
<b>Sir George Monoux College</b>	Offers the opportunity for Frederick Bremer pupils to attend a College experience day and/or support with applications in Year 11.
<b>Leyton 6<sup>th</sup> Form</b>	Offers the opportunity for Frederick Bremer pupils to attend a College experience day and/or support with applications in Year 11.
<b>Waltham Forest College</b>	Offers the opportunity for Frederick Bremer pupils to attend a College experience day and/or support with applications in Year 11.
<b>National Citizenship Service</b>	Offers pupils the opportunity to complete a 3 week programme of adventure activities and skill development projects following the end of the GCSE Exams.

## 7. Staff Development

Profession development needs of all staff for planning and delivering the Careers Education & Guidance programme will be identified through consultation with individual members of staff. We are committed to ensuring that all necessary training and support is provided to ensure the delivery of a high-quality programme.



## 8. Monitoring, Review and Evaluation

Monitoring and evaluation of the planned activities within the Careers Education and Guidance programmes is completed annually by the Careers Team to ensure that the planned activities achieve our ambitions. In accordance with this process, we welcome feedback on our programme from all stakeholders and consider this when reviewing (annually) our Careers Guidance Policy.

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