

The Edith Borthwick School Careers Guidance Strategy

Our Vision

To develop our young people in school so that they have the knowledge and confidence to play an integral part in making well- informed and realistic decisions regarding their future.

To also make impartial, quality career information readily available to our learners, parents and carers by providing a comprehensive advisory network.

Objectives

When delivering careers education, The Edith Borthwick School has a statutory duty to ensure that information regarding options is given impartially and solely in the best interests of students. Our careers programme aims to:

- Allow learners to develop employability skills which empower them to play as full a role as possible in deciding their own future career pathway.
- To respond to the needs of each learner in order to support them in meeting their short, medium and long term career goals.
- Provide or signpost learners, parents and carers to impartial, quality career information from sources both inside and outside the school environment.
- Create links to the local labour market to facilitate an exchange of skills, knowledge, experiences and understanding.
- To monitor the progress of our careers programme against the eight Gatsby Benchmarks to continually ensure its progression and development.

Our Strengths

Learner Annual Reviews

The Edith Borthwick School is very efficient in addressing the needs of each learner through an annual review meeting. The learner and their parent(s) / carer(s) attend this meeting as well as the relevant *Class Teacher* and in some cases an additional school staff including a member of the *Family Worker* team and the *Careers Leader*. External professionals including *Social Workers* may also be involved.

For those students in Years 12, 13 and 14 the discussion on destinations post The Edith Borthwick School takes on greater significance. At this point the *Preparing for Adulthood Advisor* from *Essex County Council* also attends the meetings to provide formal careers advice.

Careers on the curriculum

Careers is covered through the school's *moving on* pathway. The curriculum supports learners to build on and develop functional skills, supports learners to work with increased independence and provides real world learning opportunities. Learners engage in planned learning activities that focus on meeting specific outcomes related to *understanding the world* in the following areas; careers education, community inclusion, work related learning and enterprise.

Our Strengths (continued)

Enterprise Programme (Journey 2 Employment)

Our school Enterprise Programme (Journey 2 Employment) has developed and grown significantly. There are currently three established activities that allow learners to access learning specifically designed to enhance the skills they would need to gain employment.

- The Café – Learners work in our internal Café serving staff, fellow learners and visitors. They practice customer service, food hygiene, money handling, managing stress and problem solving. We have enhanced the Café provision with the purchase of an *Electronic Till* and *Barista Coffee* machine, allowing the learners to enhance even more skills they would find in the workplace. An additional group also cook and prepare the food to serve in the Café.
- Staff Lunch Making – Learners make staff lunches under their brand name *Delicious Deliveries*. They practice food hygiene and uphold food safety standards when working. They gain practical skills in food preparation as well as looking at elements of running a small business.
- Gift making – A groups of learners in both of Enterprise and Design / Technology work collaboratively to create gifts to sell at events. They host seasonal sales in school allowing younger learners to purchase gifts for family and friends. The learners get help to design and make gifts, practicing a variety of employment skills such as communication, focus and functional numeracy skills.

Work Experience Placements

The Edith Borthwick School gives learners the opportunity to undertake a period of work experience that helps them gain new skills, enhance qualities and learn about working environments in the community around them.

Working with a network of local employers, our learners have access to first-hand experience of a diverse set of career paths including retail, catering, warehousing, horticulture and premises management.

Each placement takes the views and wishes of the learners into account and is set up to provide them with the level of help and support they need. Placements are monitored throughout and, as they finish, feedback sheets are completed by the *Provider*, *School Support Staff* and most importantly by the learners themselves. This enables a full assessment as to whether the placement has been beneficial.

Below are some of the comments made by local business regarding our learners and their time with them on work experience;

'... worked really well during his placement with us. I'm sure that he has gained in confidence and acquired some new skills. We have enjoyed having him here'.

'...grew in confidence very quickly. She blossomed in the café area working with the team and members of the public. She knew what needed doing as soon as it was required (tables cleared, orders taken)'.

'...was a joy to work with. He was always very positive and enthusiastic about coming to work and completing tasks set'.

'She has grown in confidence, chatted with other staff and made jokes. It has been a pleasure to have her with us in the shop'.