

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 learners. 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 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 learners in Years 12, 13 and 14 the discussions on destinations post The Edith Borthwick School take on greater significance. At this point a *SEND Careers 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

Our school Enterprise Programme is continually developing and is designed to support learners to develop skills that can be transferred to a work related setting. These include problem solving, employability, organisation and teamwork skills.

Learner, early years to year 11, engage in enterprise opportunities planned and delivered by the class teacher.

Opportunities are personalised to the class to ensure that they are relevant and appropriate. Activities include tuck and sweet shop sessions, making cakes to sell at charity events and creating products to sell at the Christmas fair.

For Year 12,13 and 14's Enterprise is a topic within the 'moving on' pathway. Learners engage with three dedicated units:

- Providing a service within the school café:
Learners work in the school café serving fellow learners, staff and visitors. Learners practice customer service, food hygiene, problem solving and managing / accounting money.
- Creating products - staff lunches:
Learners work co-operatively to make staff lunches. Learners practice food hygiene and uphold food safety standards whilst working. They gain practical skills on food preparation, including safe use of tools, as well as looking at elements of running a small business including advertisement and managing money.
- Creating products: themed sales:
Learners create gifts to sell to fellow learners, staff and the local school community. Learners help to design and make gifts, practicing a variety of employment skills including communication skills and safe tool use.

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'.

Our Strengths (continued)

Working with external agencies

The Edith Borthwick School is developing its work with external agencies. Examples include;

- Liaison with the *Greater Essex Careers Hub* to review and develop its Careers Programme.
- Engaging the support of the *Department of Work and Pensions* organisation to provide *Interview Skills Training*.
- Linking with the *Careers Leaders* from four local SEND schools to organise an annual *Transition Event* for learners, parents and carers.