



The Edith Borthwick School

Careers Guidance Policy

Lead Governor	Moira Rickford
Date approved by Governing Body	29th January 2024
Next review date	Spring 2026

The Edith Borthwick School's policy is based on the Oxford English Dictionary's definition of a *Career* as '*a person's course or progress through life*'.

We strive to develop our learners to be as resilient, independent and self-aware as possible, so that they are able to take advantage of a path which suits them best.

Options post school include college courses, adult services, supported internships, voluntary opportunities and, for some, conventional paid employment. Our aim is to give our learners and their families relevant information so that they can make informed and realistic decisions about the future.

The *Gatsby* Benchmarks

The Edith Borthwick School self-assesses itself against the *Gatsby Benchmarks* of good career guidance. These are:

1. A stable careers programme

Learners in Years 12 and above have the opportunity to develop employability skills via the schools *moving on* pathway.

The Edith Borthwick School publishes a *Careers Programme* on the school website which is visible to parents / carers, learners and staff.

2. Learning from career and labour market information

The Edith Borthwick School has developed links with local colleges and day provision providers, who provide material for the in-house *Careers Resource Centre*.

In collaboration with other local SEND schools, the school organises an annual *Transition Event* in which parent(s) / carer(s) and learners can meet with relevant further education and adult provision providers.

By also working closely with local authority *Preparing for Adulthood Advisors*, the school keeps up to date with appropriate post-school opportunities.

3. Addressing the needs of each pupil

Each learner at the school has an annual review. The learner and their parent(s) / carer(s) attend, as well as the *Class Teacher* and other relevant member(s) of school staff.

For those learners in Years 12, 13 and 14 the discussions on post-school destinations take on greater significance. At this point a *Preparing for Adulthood Advisor* from the local authority will also attend each annual review meeting to provide formal careers guidance.

The *Preparing for Adulthood Advisors* also have regular *Drop-in* sessions throughout the school year. Parent(s) / carer(s) can book an appointment at these events if they wish to.

The school *Careers Leader* attends annual review meetings for Year 13 and 14 learners.

4. Linking curriculum learning to careers

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.

5. Encounters with employers and employees

Learners regularly visit workplaces such as supermarkets, cafes, farms and nature conservation areas. On some of these sites they engage and work with on-site members of staff, taking instruction and then completing set tasks.

Our *Journey 2 Employment (J2E)* programme has developed and grown significantly and enables learners to essentially work in a business environment. The four established activities accessed by students are:

- The Café – learners in the higher year groups work in our internal school Café serving staff, other learners and visitors.
- Lunch Making – learners make staff lunches under their brand name *Delicious Deliveries*. They then manage both delivery and payment processes.
- Gift making – learners work collaboratively to create gifts to sell at events.

6. Experience of workplaces

The Edith Borthwick School gives some Year 13 and 14 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 sectors including retail, catering, warehousing, gardening and premises management.

All work experience is monitored and assessed. Feedback is gained from providers, learners and teaching support staff in order to determine the success level of each placement.

7. Encounters with further and higher education

As a school we support our learners in being able to access *Further Education* whether this be with local colleges, providers of adult services or by facilitating the investigation into vocational training opportunities.

Each learner's needs are discussed in their individual annual review meetings and a plan of support is agreed with the parents / carers, the *Essex Preparing for Adulthood Advisor*, school *Careers Leader* and *Family Worker Team* (if appropriate).

There is provision in place for parents / carers to be accompanied on visits to further education providers by either the school *Careers Leader* or *Family Worker Team*.

8. Personal careers guidance

All learners have access to 1:1 guidance and / or information from:

Ian Harden - Essex County Council Preparing for Adulthood Advisor.

Paul Cornwell - Essex County Council Preparing for Adulthood Advisor.

Gary Brown - The Edith Borthwick School Careers Leader.

Tasha Holdaway - The Edith Borthwick School Family Worker Manager.

The *Board of Governors*

The member of the *Board of Governors* with strategic interest in careers education and guidance is:

Moira Rickford

This governor ensures that careers guidance is presented in an impartial manner and is in the best interest of the pupils to whom it is given.