

The Edith Borthwick School Careers Guidance Policy (Version 2)

The Edith Borthwick School recognises the Oxford English Dictionary's definition of a *career* as 'a person's course or progress through life'.

We strive to develop our students 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, therefore, is to give students and their families all the 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

Students in Year 12 and above have the opportunity to develop employability skills via the school curriculum which includes the completion of a careers section within the ASDAN qualification. Participation in programmes such as the Duke of Edinburgh scheme and the National Citizenship Service by students in Years 9 and 11 additionally teaches both practical and life skills.

2. Learning from career and labour market information

The Edith Borthwick School has developed links with both local colleges and the job centre. By liaising with the local authority advisors, it also keeps up to date with the development of suitable, post school, adult provisions. Additionally, the school has purchased a licence to work with *Talentino*, an organisation which strives to provide early career development for young people with learning difficulties in special schools.

3. Addressing the needs of each pupil

Each student at the school has an annual review meeting known as a *One Plan*. The student and their parent(s) / carer(s) attend as well as the school *Headteacher* or *Deputy Headteacher*, the *Class Teacher* and, in some cases, the assigned school *Family Worker*.

The *Careers Leader* currently attends *One Plan* meetings for Year 14 students and for the next school year (2020/2021) this will be extended to Year 13 pupils.

For those students in Years 12, 13 and 14 the discussions on destinations post *The Edith Borthwick School* take on greater significance. At this point the *Preparing for Adulthood Advisor* from *Essex County Council* also attends each *One Plan* meeting in order to provide a wealth of information.

4. Linking curriculum learning to careers

Careers curriculum work is centred around learning activity linked to career focused development.

The *Gatsby* Benchmarks (continued)

5. Encounters with employers and employees

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

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

- The Café – students in the higher year groups work in our internal Café serving staff, students and visitors.
- Lunch Making – students make staff lunches under their brand name *Delicious Deliveries*. They then manage delivery to and payment for those lunches.
- Friday Feast – students prepare different elements of the lunch, including jacket potatoes with chilli, then give up some of their lunchtime to serve it to staff.
- Gift making – students work collaboratively to create gifts to sell at events.

6. Experience of workplaces

The Edith Borthwick School gives Year 13 and 14 students 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 over 25 local employers, our students have access to first-hand experience of a diverse set of career types including retail, catering, warehousing, factory work and horticulture.

All work experience is monitored and assessed. By seeking out feedback from providers, students and teaching support staff alike, the success level of the placement can be easily reviewed.

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 the appropriate *One Plan* meetings and a plan of support is agreed with the parents, *Essex Preparing for Adulthood Advisor* and *Family Worker Team* (if appropriate). Parents can be accompanied by the *Family Worker Team* on visits to *Colleges*.

8. Personal careers guidance

All students have access to 1:1 guidance from:

Gary Brown, Careers Leader.

Ian Harden, Essex Preparing for Adulthood Advisor.

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:

Emily Welton.

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.