

The Edith Borthwick School Careers Guidance Strategy (Version2)

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 students, 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 students 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 student in order to support them in meeting their short, medium and long term career goals.
- Provide, or signpost, students, 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 in order to continually ensure its progression and development.

Our Strengths

Student Annual Reviews (One Plan)

The Edith Borthwick School is very efficient in addressing the needs of each student through an annual review meeting known as a *One Plan*. The student and their parent(s) / carer(s) attend this as well as the school *Headteacher* (or *Deputy*), the relevant *Class Teacher* and additionally, in some cases, an external *Social Worker* with the assigned school *Family Worker*.

For those students in Years 12, 13 and 14 the discussion 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 the meetings to provide a raft of advice.

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 also.

Our Strengths (continued)

Enterprise Programme (Journey 2 Employment)

Our school Enterprise Programme (Journey 2 Employment) has developed and grown significantly. There are currently have 4 established activities that allow students to access learning specifically designed to enhance the skills they would need to gain employment.

- The Café – Students work in our internal Café serving staff, students and visitors. They practice customer service, food hygiene, money handling, managing stress and problem solving. We have recently enhanced the Café provision with the purchase of an *Electronic Till* and *Barista Coffee* machine allowing the students access to even more skills they would find in the work place. Another group also cook and prepare the food to serve in the Café.
- Staff Lunch Making – Students 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 a running a small business.
- Friday Feast – School phase introduction to practical food preparation tasks to begin their journey of work related learning and introduce and familiarise them with the the J2E brand. They prepare staff lunches on a Friday such as Jacket Potatoes and Chilli. They work together from different classes to prepare different elements of the lunch then bring it together, giving up some of their lunchtime to serve It to staff.
- Gift making – A group of Enterprise students and Design and Technology students work collaboratively to create gifts to sell at events. They host seasonal sales in school allowing younger students to purchase gifts for family and friends. The students get to help design gifts and make gifts practising a variety of employment skills such as communication, focus and determination, functional numeracy skills.

Work Experience Placements

The Edith Borthwick School gives 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 paths including retail, catering, warehousing, factory work and horticulture.

Each placement takes the views and wishes of the student fully into account and is set up with 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 students 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 students 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'.

