



The Norton Knatchbull School
Academy Trust

Careers Policy

Reviewed by	Heather Vernon
Approved by Education Committee	24 th March 2022
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Policy for Careers and Enterprise Strategy

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1. Rationale

All students in Years 7 -13 are entitled to information and guidance to enable them to make informed decisions and plans for meeting the challenges and opportunities of working life. This will enable them to pursue relevant and realistic goals for education, training and work and give them the motivation to learn and achieve.

The strategy has been developed and is reviewed annually through discussions with teaching staff, the Careers Lead, student support managers, governors, parents, students, and external partners.

The school is committed to providing a planned programme of careers education and endeavours to follow the Statutory Guidance which was updated in September 2018. The statutory duty requires all registered students at the school to be provided with independent careers guidance from Year 7 (11–13-year-olds) to Year 13 (17–18-year-olds) and for it to:

- be presented in an impartial manner
- include information on the range of education or training options, including apprenticeships and other vocational pathways
- ensure that the guidance given promotes the best interests of the students to whom it is given

The school will seek to ensure that the provision is appropriate to the age, ability and educational needs of each individual student and is underpinned by equality of opportunity. Our current in-house Careers Advisor is fully qualified to Level 6 in Careers Education and Guidance. The Careers Lead will follow the Gatsby Benchmarks to ensure consistency and delivery is in line with the statutory guidance. Appendix 1 attached

2. Purpose

The careers and enterprise programme are designed to meet the needs of all students at The Norton Knatchbull School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and educational development.

Students are entitled to guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum wherever possible and will be based on a partnership with students and their parents/carers.

3. Implementation

The aim of the careers provision is to raise student aspirations and broaden their depth of knowledge and experiences of the outside world, to enable them to make informed, realistic decisions at all key transition points.

The Careers Leader is responsible for creating a stable, structured, and fully planned careers and enterprise programme. That suits the needs of all students and follows the Gatsby Benchmarks. Appendix 1.0 as attached.

This will include working closely with the Headteacher, Head of Sixth Form, Student Support Managers and Teaching staff. The Careers Leader is responsible to the Senior Leadership Team.

Activities included in the programme and implemented by the Careers Lead include:

- Work Experience in Years 10, 12 and 13
- Mock Interviews Years 10, 12 and 13
- Individual careers guidance sessions with a qualified careers professional in years 11,12 and 13 and other years as required (Appendix 4)
- Workplace visits
- Career talks
- Enrichment activities that include enterprise project working
- Careers Fair
- Subject assemblies
- Full Personal development programme incorporating careers (Appendix 3)
- FE/HE Visits
- Focus days
- UCAS Day
- Taster sessions
- Open evenings
- Links to careers in all curriculum areas
- Unifrog online programme
- Morrisby Careers online programme

Personal guidance is delivered by the Careers Lead who is a fully qualified Careers Guidance Practitioner who is registered with the CEC (Careers and Enterprise Company) and is trained to Level 6 (Careers Education and Guidance) Level 7 (Careers Leadership and Management) to be completed by the Summer 2022.

Appendix 3.0 refers to the Careers Programme for each year group as written and designed by the Careers Lead

The school and Careers Lead will work alongside external partners to fulfil the requirement for all students In Years 7 to 11 to have at least one meaningful encounter each year with an employer and or workplace setting.

The school will provide opportunities for a range of external education and or training providers including apprenticeship programs to have access to deliver information sessions and targeted groups to support those who require such information.

The Careers Lead will actively engage with parents/carers with invitations to careers events, parents' evenings and as part of the personalised career guidance support offered in Year 11, 12 and 13.

4. Monitoring and Implementation

The Norton Knatchbull Careers programme is delivered via the personal development lessons, within curriculum areas as well as through a wide range of enrichment opportunities such as employer talks. The monitoring and evaluation strategy will look at all aspects of delivery.

Regular systematic monitoring and evaluation is used to inform decision making about the changes needed for the careers programme.

Monitoring activities used to ensure the careers programme is being delivered as planned includes.

- Learning walks
- Questionnaires
- Focus groups (students and staff)
- Compass +
- Curriculum plans (Being updated)
- Destination data for each transition stage

Evaluation activities used to measure the impact of the careers programme include:

- Analysis and comparison for destination data, including intended destinations, September guarantee and DFE (Department for Education) reports
- Compass +
- Learning walks
- Focus Groups
- Questionnaires
- Student/ parental evaluations of personal guidance

Evaluation of the careers programme is shared with SLT line management and governors as required.

The careers policy will be reviewed by the Careers Lead every two years to ensure it continues to meet the needs of the students, parents, and staff and that it is in line with current DFE advice and guidance. Key staff will also be included in the review process as part of the continued development.

Appendix 1

Gatsby Benchmarks

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

Appendix 2

Provider Access

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 8 to 13 for the purpose of informing them of the choices for approved education qualifications and or apprenticeships

Schools must have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

The policy statement sets out the schools' arrangements for managing the access of education and training providers to students at the school for the purpose of giving them information and guidance on what they have to offer.

The policy sets out:

- Processes in relation to requests for access to students
- Details of the facilities to be provided to a person who wishes to have access

Student Entitlement

Students in years 8-13 are entitled to:

- Find out about education qualifications and apprenticeship opportunities, as part of the careers programme which will provide information on the full range of education and training options available at each transition stage
- Hear from a range of local providers about opportunities they have to offer, including education and or apprenticeships through options evenings, assemblies, group talks and taster events
- Understand how to make applications to a range of academic courses

Management of provider access requests

Anyone wishing to request access should contact in the first instance:

Contact Name: Mrs Heather Vernon, Careers Lead

Telephone: 01233 620045 ext. 231

Email: hvernon@nks.kent.sch.uk or information@nks.kent.sch.uk

The careers programme offers a range of opportunities for external providers to speak to students and where parents/guardians, these can include:

- Work experience
- Employer talks
- Mentoring
- Focus Days
- Mock Interviews
- STEM events
- Workplace visits
- Trips to HE (Higher Education) Fairs
- Careers Fair

- Enterprise activities

Please contact the Careers Leader to consider all offers.

The school's policy on safeguarding outlines the need for checks to be carried out prior to arrival to include identity checks and the suitability of the visitor to school.

Premises and Facilities

The school will take appropriate actions to ensure the correct spaces are available for each activity being offered by providers. The school will offer specialist equipment where needed and if available. All requirements will be discussed and agreed prior to arrival with the careers lead and the site team.

Providers are welcome to leave relevant materials with us here in school to provide information on courses and or employment opportunities. Providers will be expected to adhere to the school's policy for visitors on site.



Appendix 3

Careers Programme Overview

In Years 7, 8 and 9 we use a combination of Morrisby Careers, Unifrog and Personal Development lessons to deliver a comprehensive careers programme designed to inspire and raise aspirations moving into transition of GCSEs, Post 16 and post 18 Education. In Years 10, 11,12 and 13 we build on the students Unifrog accounts and offer more bespoke careers related information and guidance linked in individual events and personalised development plans. We also offer impartiality through psychometric testing such as that of the Morrisby Profile as and when required.

Year 7

Year Group	Activity	Activity	Activity	Activity	Activity	Activity
	Launching	Skills	Interests	Revision	Recording	Employer talks
Year 7	Introduction to Unifrog	What are skills?	What is your dream job?	Revision - Good vs Bad	Recording activities	
Description	To get students started, use our quick launch PowerPoint for Key Stages 3 and 4.	To figure out their best skills and why they are useful, students first need to know what skills are and practise demonstrating them.	Students will begin to explore what their dream job is and get used to using the Unifrog Careers library.	This session explores how to revise effectively, and which factors can have a positive and negative impact on excellent quality revision.	Students take part in class discussions and a group activity to identify activities they have already taken part in. Includes a homework task that can be tracked by staff, using Unifrog!	Delivered throughout the year and open to all students or those most interested.
Gatsby link	1, 3	3	2, 3	N/A	3	

Year 8

Year Group	Activity					Activity
Year 8	Launching	Interests	Choices	Skills	Choices	Employer talks
	Introduction to Unifrog and Morrisby Careers	Identifying interests using the questionnaire in Morrisby Careers	GCSEs... Choices, choices	Skills for careers	University vs Apprenticeships - The big debate	
Description	Students are shown how to create an account for both Unifrog and Morrisby Careers	Students will identify their skills and interests and how these can be used to explore potential future careers	This session explains how students can use Unifrog and Morrisby Careers to help them make choices at GCSE level. Classes to be delivered by Careers Lead	Students begin to understand transferable skills and the importance they have in a range of careers.	Students work in groups to narrow down information on the pros and cons of university and apprenticeships and share their findings with the class.	Delivered throughout the year and open to all students or those most interested.
Gatsby link	1, 3	2, 3	1, 3, 7	1, 2	3, 7	

Year 9

Year Group	Activity	Activity	Activity	Activity	Activity	Activity
Year 9	Launching	Exploring	Skills	Skills	Applying	Employer talks
	Introduction to Unifrog for those not already linked	Subjects' library treasure hunt	What makes a great leader?	Your skills, your team, your future!	CV writing - Optional as will be covered in Year 10	
Description	<p>Get students signed up via form codes or bulk upload. For support with getting students uploaded email info@unifrog.org</p> <p>To get students started, use our quick launch PowerPoint for Key Stages 3 and 4.</p>	Students get used to exploring the Subjects library with a treasure hunt. This session contains the questions and answers in a PowerPoint, or as a handout.	In this session, students will identify what they think makes a great leader, watch a short TED talk (Everyday leadership by Drew Dudley), and record examples of when they have been leaders in the Competencies tool.	Students identify their strongest skill, and practise putting this into a real-life career scenario. They work with their classmates to create a super formidable team, and present to the rest of the class.	Three shorter Unifrog sessions will help students understand the elements of a CV and how to make a great one. These sessions end with students creating a CV and getting/giving feedback to peers.	Delivered throughout the year and open to all students or those most interested.
Gatsby	1, 3	4, 7, 8	3, 8	2, 6	2, 5, 6	

Year 10

Year Group	When	Activity	Intent	Gatsby Benchmark	Implementation	Impact
Year 10	February	Cv Writing/ Covering Letter	Using the tools in Unifrog students build a CV of their skills and achievements to use during their mock interviews	2,5,6		
	March	How to contact employers, preparing for interview and how to behave in the workplace	Using activities linked to Unifrog students will learn how to engage with employers to secure a work placement.			
	April	Mock Interview	Each student will have a 10-minute interview then 5 minutes of feedback. They will all bring along a CV and covering letter for interviewers to critique. Interviews to take place with a mixture of face to face and or via Teams/Zoom as appropriate	2,5,6	Provide valuable employability skills such as interview techniques	
	Oct	Careers Fair	Chance to meet and talk to a variety of local employers, colleges, and universities.		Show the opportunities available both locally and nationally	
	Throughout the Year	Careers Talks	Careers talks given either in person, via Zoom or on site to students interested - Normally during lunchtimes or after school		To raise aspirations of all students	
	July	Work Experience	All students are asked to find a placement for work experience either within an industry they are interested in or via friends and family		Raise aspirations and confirm future career paths, interests/dislikes	

Year 11

Year Group	When	Activity	Intent	Gatsby Benchmark	Implementation	Impact
Year 11	Throughout the Year	Careers Talks	Careers talks given either in person, via Zoom or on site to students interested - Normally during lunchtimes or after school		To raise aspirations of all students	
	Oct – Dec	1-2-1 discussions	Career guidance 1-2-1 discussions		All students offered a 1-2-1 guidance meeting with a qualified careers advisor	
	Nov– Mar	Applications to Sixth Form Schools/ Colleges	All students will consider their options and apply to those schools and colleges of interest – Offers made will be conditional on results		Students will have a range of options available for their post 16 education – All are offered a place within NKS Sixth Form	
	Oct	Careers Fair	Chance to meet and talk to a variety of local employers, colleges, and universities.		Show the opportunities available	
	Dec – Feb	Mock Exams	Mock exams to help predict end results used for applications			
	June – Sept	Work Experience	Encouraged for all students during the break before starting sixth form		Raise aspirations and confirm future career paths, interests along with likes/dislikes	

Year 12

Year Group	When	Activity	Intent	Gatsby Benchmark	Implementation	Impact
Year 12	Throughout the Year	Careers Talks	Careers talks given either in person, via Zoom or on site to students interested - Normally during lunchtimes or after school		To raise aspirations of all students	
	Throughout the Year	Work Experience	Students can use free time within their timetables to organise regular weekly work experience/volunteering		Raise aspirations and confirm future career paths, interests/dislikes	
	April	Mock Interview	Each student is given a 10-minute interview then 5 minutes of feedback. We try to tailor to students' areas of interest e.g., Law		Provide valuable employability skills for interviews and presentations	
	June	UCAS Launch	A carousel of sessions on applying to university and or apprenticeships			
	July	Work Experience	All students are asked to find a placement for work experience within an industry they are interested in or course of study at university		Raise aspirations and confirm future career paths, interests/dislikes	
	Oct	Careers Fair	Chance to meet and talk to a variety of local employers, colleges, and universities.			



Year 13

Year Group		Activity	Intent	Gatsby Benchmark	Implementation	Impact
Year 13	Throughout the Year	Careers Talks	Careers talks given either in person, via Zoom or on site to students interested - Normally during lunchtimes or after school		To raise aspirations of all students	
	Throughout the Year	Work Experience	Students can use free time within their timetables to organise regular weekly work experience/volunteering		Raise aspirations and confirm future career paths, interests, like/dislikes	
	September		Students make applications to university and explore apprenticeship opportunities - This is an ideal time to start apprenticeship recruitment			
	October - December		All applications are processed and sent before the Christmas holiday			
	Dec – Feb	Mock Exams	Mock exams to help predict end results used for applications			
	Jan - May		Apprenticeship applications applied for			

Appendix 3

Personalised Guidance Meetings

In Year 11 all students will have the opportunity for a one-to-one guidance meeting with a qualified Careers Advisor.

Students in any other year groups can request a guidance meeting by contacting Mrs Vernon hvernon@nks.kent.sch.uk

What is the meeting for?

The guidance meeting will support you to make effective and informed choices about your options for GCSE, Post 16 and Post 18.

What will it cover?

During your meeting, your Careers Adviser will help you to:

- Identify your personal qualities and skills
- Explore your interests
- Explore career areas, future and current job opportunities
- The Careers Adviser will give you correct and up-to-date information
- Alternative sources of information and help if needed
- An action plan to help you move forward with further appointments made as required

Check the date and time of your meeting carefully so that you don't miss your appointment. Appointment times will be shared via email with students and form tutors. Information will also be sent home to parents/guardians. If you have any ideas about future pathways and or careers that you are interested in, be ready to talk about these. Don't worry if you are unsure as to what you want to do when you leave school. The whole purpose of the one-to-one is to help you find out more about your options.

All appointments will be pre-arranged in Terms 1 and 2 for Year 11. Appointments will be 20 minutes per student and there are no restrictions on the number of times you may need to meet and discuss options further.

Other year groups are free to email Mrs Vernon as and when required. At certain times such as referrals from SSM's or SEN these meetings will be arranged mutually between the students and Mrs Vernon, parents will be invited to attend where appropriate. All meetings are recorded, and information shared either via an interaction on Unifrog or as a written document kept on file.

Careers and Enterprise Key Staff

The Careers Leader has leadership and management of the Careers and Enterprise Programme and is supported by senior members of staff on raising participation and ensuring all students have an elevated level of careers education throughout their time at NKS.

The school provides Independent Careers Advice from a Level 6 qualified Careers Adviser, and all students will have at least one meeting with the Careers Adviser before they leave in year 11. The role of the Careers Adviser is to provide impartial information, advice and guidance for all students and support the application process and planning of options at GCSE, post-16, and post 18.

The school works closely with external providers such as The University of Portsmouth, The University of Kent, Ashford College, Canterbury College, and alternative training providers as required to ensure students transition is smooth and that they have a good knowledge of the courses and training that each establishment provides. All members of staff are expected to contribute to the careers program through their roles as tutors and subject leaders.

Roles and Responsibilities at NKS

Careers and Enterprise at The Norton Knatchbull School is collaborative with everyone having responsibility.

Students, staff, parents / guardians, governors, external partners (including employers, further education, higher education, and training providers), alumni, the local authority and the local community have a collective responsibility to promote and deliver effective careers and enterprise education.



**Heather Vernon - Careers Lead – Temporary SLT
Registered Careers Development professional with the CEC (Careers and Enterprise Company), Fully Qualified to Level 6 in Careers Education and Guidance, currently undertaking the Careers Leadership Certificate at Level 7 (To be completed in June 2022)**

- Strategic leadership of careers across the school
- Prepare and implement a careers strategy
- Development of personal career action plans
- Provision of a planned and progressive careers programme
- Devise schemes of work for careers education delivered through Personal development lessons, focus days and events
- Monitor careers provision and student engagement through the careers programme

- Liaise with tutors, Head of Years, SEN to identify and support students with targeted careers guidance
- Analysis of destination data
- Establish, maintain, and develop relationships with employers, FE, HE (Higher Education), training and apprenticeship providers
- Promote careers across the curriculum; liaise with Personal Development lead and HODs to plan careers and enterprise
- Lead careers CPD for staff
- Brief and support staff involved with delivery of careers programme
- Maintain own CPD
- Review, monitor and evaluate careers annually and as required
- Co-ordinate work experience to include Years 10, 11 and 12
- Facilitate encounters with employers, education, and training providers
- Maintain an external partnership database
- Maintain an alumni database



[Text Wrapping Break]

**Cheryl Causebrook – Construction Consultant
Enterprise Advisor – working in partnership with
The Education People**

- Support with strategic planning of the careers provision
- Help to promote careers activities at NKS
- Provide external support from employers



**Deshan Hewavaidana – Lecturer at Bristol University
Careers and Enterprise Governor**

- Monitor provision of careers across the school
- Termly reviews of the careers provision to be held with the Careers Lead
- Strategic planning advice and support for developing the careers provision at NKS
- Actively promote the careers strategy and programme with the governors



Sam Messenger - Head of Sixth Form

Senior Leader

- Strategic support and challenge of the Careers Leader decisions in partnership with the Headteacher Mr. B Greene
- Line management of Career Leader

All Teaching Staff

- Ensure they are familiar with the school's career strategy and its objectives
- Link curriculum to careers
- Support the development of employability skills
- Promote progression routes through the curriculum and further study
- Feedback specific student needs to the careers lead
- Forward students to the careers lead for advice and guidance

Student Support Managers/Pastoral Managers

- Ensure they are familiar with the school's careers strategy and its purpose for each year group they are associated with
- Work with the careers leader to provide additional support to targeted groups and individuals
- Encourage students to think positively about their career pathways and what they can do to enhance success
- Feedback specific student needs to the careers lead
- Support students with career actions plans set by the careers advisor/Careers Lead
- Engage with schools' careers CPD - Unifrog and Morrisby
- Provide feedback on the careers programme

Parents/Guardians

- Engage with and participate in the careers programme where appropriate for your child
- Encourage their child to engage with the careers programme
- Provide feedback to the careers lead on the programme

Students

- Engage with and participate in the careers programme
- Track and record their own career learning through both the Unifrog and Morrisby platforms
- Provide feedback on the careers programme