

The Norton Knatchbull Careers Programme 2023-2024

Gatsby Benchmarks

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 career's 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.

Year 7

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
		Employer encounters/Alumni talks	National Careers Week 4th – 9th March 2024 Bespoke activities during form time	Employer encounters/Alumni talks		
PD				Personal Development career lessons start with the launch of Unifrog		
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					

Year 8

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	Parent information evening – Careers Leader to provide information on Careers Education in Year 8	Employer encounters/Alumni talks	National Careers Week 4th – 9th March 2024 Bespoke activities during form time	Employer encounters/Alumni talks	Careers Fair in school to include higher education providers	
PD						Personal Development Morrisby Careers and Unifrog explored alongside a booklet of tasks and challenges delivered in class
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					

Year 9

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	Parent information evening – Careers Leader to provide information on Careers Education in Year 9	Employer encounters/Alumni talks optional. Career 1-2-1 discussions as requested with the in-house career’s advisor	<p>National Careers Week 4th – 9th March 2024 Bespoke activities during form time</p> <p>National Apprenticeship week 5th - 11th February 2024 dedicated talks and links to apprenticeships The Education People to deliver an assembly.</p> <p>GCSE option choice subject assemblies</p> <p>Career 1-2-1 discussions as requested with the in-house career’s advisor.</p> <p>Options evening</p>	Employer encounters/Alumni talks optional. Career 1-2-1 discussions as requested with the in-house career’s advisor	Careers Fair in school to include higher education providers	GCSE options confirmed
PD			Personal Development Option choices for KS4 (GCSE) explored via Unifrog and in class discussions			
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					

Year 10

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	Parent information evening – Careers Leader to provide information on Careers Education in Year 10	Employer encounters/Alumni talks	<p>National Careers Week 4th – 9th March 2024 Bespoke activities during form time</p> <p>National Apprenticeship week 5th - 11th February 2024 dedicated talks and links to apprenticeships The Education People to deliver an assembly</p>	Employer encounters/Alumni talks	<p>Careers Fair in school to include Higher education providers.</p> <p>Mock Interviews (Preparation and support provided through PD lessons in term 3 and 4)</p> <p>Career 1-2-1 discussions as requested with the in-house career’s advisor.</p> <p>Oxbridge mock interviews</p>	<p>Work experience Week (Programme of support in place for SEND students from Term 3)</p> <p>Career 1-2-1 discussions as requested with the in-house career’s advisor.</p>
PD			<p>Personal Development CV writing, Cover Letters, Preparation for work, mock interview preparation supported by Unifrog</p>			<p>Personal Development Work experience Preparation supported by Unifrog</p>
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					

Year 11

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	<p>Parent information evening – Careers Leader to provide information on Careers Education in Year 11</p> <p>1-2-1 meetings with the CA (Careers Advisor) with all Year 11</p>	<p>Employer encounters/Alumni talks.</p> <p>1-2-1 meetings with the CA (Careers Advisor) with all Year 11 on going.</p> <p>Higher Education providers information via Kent Choices, open mornings and careers fairs</p>	<p>Sixth Form Open evening Jan 2024</p> <p>National Careers Week 4th – 9th March 2024 Bespoke activities during form time</p> <p>National Apprenticeship week 5th - 11th February 2024 dedicated talks and links to apprenticeships The Education People to deliver an assembly</p>	<p>Employer encounters/Alumni talks.</p> <p>Student and parent questionnaire</p>		
PD		<p>Personal Development Options post 16/18 explored via Unifrog, Morrisby Careers and Kent Choices</p>	<p>Personal Development Options post 16/18 explored via Unifrog, Morrisby Careers and Kent Choices</p>			
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					

Year 12

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	<p>Parent information evening – Careers Leader to provide information on Careers Support during sixth form.</p> <p>1-2-1 meetings with the CA (Careers Advisor) As required.</p>	<p>Employer encounters/ Alumni talks.</p> <p>1-2-1 meetings with the CA (Careers Advisor)</p>	<p>National Careers Week 4th – 9th March 2024 Bespoke activities during form time</p> <p>National Apprenticeship week 5th - 11th February 2024 dedicated talks and links to apprenticeships The Education People to deliver an assembly.</p> <p>Support applications for the Sutton Trust Summer Schools Programme</p>	<p>Employer encounters/ Alumni talks.</p> <p>Medstart – applications completed.</p> <p>Launch Paul Bromfield Law Bursary via assembly to Year 12 Applications due by the end of summer</p>	<p>Careers and Apprenticeship Fair in school</p> <p>Higher Education trip to Royal Holloway University Life/ What’s on offer</p> <p>Higher Education Conference TBC</p>	<p>Work Experience supported by CL and form tutors.</p> <p>Focus Day on Life after NKS</p> <p>Options post 18</p> <p>1-2-1 meetings with the CA (Careers Advisor)</p> <p>Student and parent questionnaire</p> <p>Oxbridge mock interviews</p>
Form Time	Full programme of personal development	Full programme of personal	Full programme of personal development topics to include careers	Full programme of personal development	Full programme of personal	Full programme of personal

	topics to include careers education throughout the year	development topics to include careers education throughout the year	education throughout the year	topics to include careers education throughout the year	development topics to include careers education throughout the year	development topics to include careers education throughout the year
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					

Year 13

Careers Education	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	<p>Parent information evening – Careers Leader to provide information on Careers Support for options post 18.</p> <p>Higher education visits</p> <p>1-2-1 meetings with the CA (Careers Advisor) As required.</p> <p>Morrisby Profile offered to support options</p> <p>Oxbridge mock interviews</p>	<p>Employer encounters/ Alumni talks.</p> <p>1-2-1 meetings with the CA (Careers Advisor)</p>	<p>National Careers Week 4th – 9th March 2024</p> <p>Bespoke activities during form time</p> <p>National Apprenticeship week 5th - 11th February 2024</p> <p>dedicated talks and links to apprenticeships</p> <p>The Education People to deliver an assembly.</p>	<p>Student and parent questionnaire</p>		
Form Time	Full programme of personal development topics to include	Full programme of personal development topics to include careers	Full programme of personal development topics to include careers	Full programme of personal development topics to include careers		

	careers education throughout the year	education throughout the year	education throughout the year	education throughout the year		
Cross curriculum	<i>Cross curricular links made to careers and opportunities discussed throughout each topic area as appropriate</i>					