



Careers Advice and Guidance at The Sacred Heart Language College

At the core of our work as a Catholic learning community is the formation and development of the whole person. We strive to ensure that all develop the skills to grow and flourish to become full members of society and are empowered to make a difference in the world through embracing our call to service to support the Common Good. This philosophy is borne out in our approach to careers education and guidance.

We are committed to:

- Developing core skills to ensure that all can thrive in the workplace.
- Ensuring all are informed to make the right choices for careers pathways.
- Providing a broad, balanced and rich curriculum offer to provide secure foundations for the next stage of their learning.
- Enabling all to grow in confidence and develop their interpersonal skills to flourish in a future workplace.
- Providing those who have particular learning needs with additional support to make the right and informed choices for post -16 education and training.

It is important that all students are fully supported and guided through the process of planning their future and are aspirational in searching for excellence in all that they do. We provide a careers professional and a programme of education, information, advice and guidance for all students from Years 7-11 to ensure that all are able to follow an appropriate pathway.

All staff play an active role in preparing them. We have a full programme of careers education that is delivered through the Pastoral Curriculum Framework, special events, enrichment programmes, visits, trips and assemblies and also within individual departments and through form time.

All students will:

- Develop a deeper understanding of themselves and their abilities
- Gain a greater knowledge of the range of opportunities open to them
- Take part in work related activities
- Understand the labour market and the requirements and expectations of employers
- Learn to make decisions wisely about their future
- Be fully prepared to manage change and be fully supported through key transition periods
- Learn how to improve their own employability: how to find work, how to get work and how to progress their careers.

We have strong links with employers. These employers work closely with students through visits, talks, interview preparation, work related learning events and supporting our Year 10 business day. We are developing links with our past students as inspirational role models through our alumni association.

In addition, we provide pupils with the opportunity to hear from colleges and universities as well as undertaking visits such as the Year 10 taster day at St Dominic's, programme of speakers from other sixth form colleges and universities and the chance to visit a university and attend a university fayre to raise their eyes to the future.

All students can meet with our careers adviser for individual advice about options, future choices, sixth form college planning and applications, CV clinic, interview preparation, apprenticeship applications, and any other guidance they need. We also liaise with parents to provide any advice or guidance they require.

Year 7

'We are The Sacred Heart' – Students are supported in their transition from primary school into secondary school and begin to learn more about themselves. Integral to all lessons is building confidence and effective communication. They work in teams on problem solving and real world tasks as a key part of their induction.

Students also learn more about themselves through lessons as part of the Pastoral Curriculum. Pupils explore this through lessons on their likes and dislikes, skills and attributes, and 'thinking about jobs'.

Year 8

Exploring Work – Students explore the world of work gaining a greater understanding of employers expectations, employability skills and the labour market.

This is as part of the Pastoral Curriculum. Students have also had the opportunity to visit and volunteer at a local workplace. As with year 7, pupils also learn about the world of work through various school trips.

Year 9

Curriculum pathways - Students are provided with guidance to assist with the curriculum pathways process. They learn more about how to make decisions wisely, understand more about the range and structure of their choices and are supported in this by their form tutors. As part of this process pupils are joined by members of our school Alumni who share their valuable experiences since leaving The Sacred Heart Language College. Our careers advisor, Richard Williams also visits each form to guide their pupils as they begin the pathways process.

Year 10

Work related learning – led by employers. The focus is very much on developing pupils' employability skills and their understanding of work place expectation. This includes the opportunity to meet with employers and past pupils on our Careers Day. On this day students are support with interview techniques, presentational skills and CV writings. Pupils will also have a session led by the National Apprenticeship Service, so they are aware of all the opportunities available to them.

All pupils spend a day at St Dominic's Sixth Form College prior to their applications in Year 11, and some pupils visit St John's College Oxford to learn more about further education – they feed back this information to the rest of their year group.

Year 10 also take part in a Soap Making Enterprise day. This gives them the opportunity to develop their creativity, presentation and team working skills. They also consider what it would take to develop and sell a product.

Year 11

Preparation for Progression – Students undergo a programme of education, information and guidance to help them make the vital decisions about their future. A series of tutorial lessons teaches them about effective decision making, explores their options and gives support in making their applications. It covers the full range of routes into their future including sixth form, FE College and apprenticeships programmes. This is supported by 1:1 careers interviews and a progression interview with a member of the Leadership Team at St

Dominic's Sixth Form College. Pupils also have an assembly led by St Dominic's and other local colleges such as West Herts.

Preparation for Employment – Further time is given to learning how to write an effective CV, developing the skills required for successful interviews.

Throughout their time students are provided with the opportunity to visit a university – strong partnership links have been established with St John's College, Oxford. A programme of employers visit the school to make presentations at assembly to broaden students' horizons to the various opportunities that are available to them. Students undertake a rich programme of enhanced learning opportunities designed to develop their thinking and problem solving skills eg. Maths Challenge, STEM club and National Scientists awards.

We also have strong links with our alumni through our contact with Future First. This has led to 'Future Fridays' where a past pupil visits to give an assembly, or leads a smaller session with individuals interested in a particular career path or subject. This has proved highly successful and is a wonderful opportunity for students to see first-hand what they are capable of going on to achieve.

Careers Expert Adviser – Mr R Williams

Careers Lead – Miss S Moran

Careers Senior Link – Mrs A Burgess