



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 for their future and are aspirational in searching for excellence in all that they do.

We have a full programme of careers education that is delivered through the Pastoral Curriculum Framework, special events, enrichment programmes, trips, assemblies and also within individual departments.

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.

Year 7

Students are supported in their transition from primary school into secondary school through 'The Sacred Heart Project'. 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 the Pastoral Curriculum. Pupils explore this through lessons such as 'likes and dislikes', 'skills and attributes', and 'thinking about jobs'.

Year 8

Students explore the world of work gaining a greater understanding of employer's expectations, employability skills and the labour market. They also spend time thinking about stereotypes, and how these are challenged, as well as learning about 'green careers'.

Year 9

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. They also learn about where different subjects can lead to in the future, and how skills are transferrable.

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 pupils and there is a Curriculum Evening that all pupils and parents are invited to.

Year 10

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. The careers day runs as a carousel of sessions including:

- CV writing
- Interview techniques
- The National Apprenticeship Service
- Further Education – with Westminster University
- Alumni talks
- STEM talk

All pupils spend a taster day at St Dominic's Sixth Form College prior to their applications in Year 11. During this day pupils attend taster lessons to give them a greater understanding of what studying A-levels entails.

Selected pupils visit St John's College Oxford to learn more about further education – they feedback this information to the rest of their year group.

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

Year 11

Students undergo a programme of education, information and guidance to help them make vital decisions about their future. A series of PCT 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 (BTEC and Tlevels) and apprenticeships programmes.

A selected group of students participate in a workshop dedicated to looking at future pathways. This is supported by a group of past pupils and a member of Future First.

This is supported by 1:1 careers interviews with our careers advisor. We carefully guide our students, and follow up meetings take place where necessary. Our careers advisor also leads tailored workshops for all pupils in small groups, and regularly visits forms.

All pupils have 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.

Year 11 are also provided with the opportunity to return to school following their GCSE exams and take part in work experience here within school. Students are also sign posted to external and online opportunities for work experience.

Opportunities for all students

Careers Week is a highlight in the school calendar. Throughout this week there is an additional focus on careers during lessons, and dedicated PCT lessons. There is also a programme of assemblies during this week.

We have very 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.

Each year group has at least one assembly throughout the year with a member of our alumni. These are always extremely valuable experiences for our students as they are able to relate to, and are inspired by our past pupils.

Students also undertake a rich programme of enhanced learning opportunities designed to develop their thinking and problem solving, e.g. Maths challenge and STEM Club.

We measure and assess the impact of the careers programme through surveying students and gathering their feedback. We use this to inform future planning.

We will review this information annually.

A provider wishing to request access should contact

Mrs K. Gould, Careers Leader

Telephone: 02088639922

Email: kgriffiths@tshlc.harrow.sch.uk

Careers Expert Adviser	–	Mrs Bartlett
Careers Senior Link	–	Mrs McGarvey

Statement of Provider Access: Policy Statement

Introduction:

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil Entitlement: All pupils in years 7 - 11 are entitled:

To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.

To hear from a range of providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.

To understand how to make applications for the full range of academic and technical courses.

Management of Provider access requests:

Procedure:

A provider wishing to request access should use the contact details below:

Careers Lead – Mrs K. Gould

Email - kgriffiths@tshlc.harrow.sch.uk

Telephone: 02088639922

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please speak to our Careers Leader to identify the most suitable opportunity for you. All enquiries will be responded to within ten working days after receipt of email. As a school we are dedicated to raising aspirations and ensuring our students are informed of the breadth of opportunities available to them and so we welcome the support received from external partnerships. Permission will not be granted if the content proposed to be delivered is deemed irrelevant or inappropriate for students and equally if there is any content or person deemed to pose a safeguarding issue to students.

All requests for facilities and technology needed to support events must be made at least 7 days prior to ensure these can be made available. The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.