



## Europa School UK

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# Europa School Careers Policy

**All information issued in this document is provided on the understanding that it is the best available at the time of writing.**

*Previous editions of this guidance should be destroyed.*

Policy Updated: 4 December 2018

Review Date: 30 May 2019

## Rationale

Careers education and guidance programmes play a major part in helping young people choose 14-19 pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. The Europa School programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, celebrate diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirements <https://assets.publishing.service.gov.uk/.../ Careers guidance and access for educati...>

Further information is available here:

<http://www.goodcareerguidance.org.uk/the-benchmarks>

and here:

<http://www.gatsby.org.uk/education/programmes/embedding-the-benchmarks-in-school-and-college-practice>

## Objectives

- To ensure that students develop the skills and attitudes necessary for success in adult and working life;
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+ in the UK and abroad;
- To equip students with the necessary decision-making skills to manage those same transitions;
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally, nationally and internationally;
- To encourage students to make good use of the paper-based, virtual, staff and community resources available to them, in order that they can make informed and appropriate choices throughout their school journey;
- To foster links between the school, local businesses and further/higher education establishments;
- To enable students to experience the world of work and develop transferable skills;
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training;
- To maintain a culture of high aspirations;
- To develop awareness of teaching staff especially in STEM of a wide range of future career paths and
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

## Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills;
- Understand and engage with teacher assessment and feedback to support career choices;
- Present this information as appropriate;
- Use this information for personal development;

- Set career and learning targets;
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work; and
- Recognise the value and impact their activities at school and with external organisations can have on their future.

## Implementation

The school guarantees impartial and independent advice via:

- Promotion of independent websites relevant to all career needs, from choosing a university to pursuing a career, at options evenings, available on the school website, and on the school central drive; and
- Access to a wide variety of external speakers offering independent sources of information including several local and national employers, representatives from professional bodies and organisations, representatives of higher education establishments, parents and former students, who are a valuable resource. All visitors are expected to comply with the school's Visitors' Policy which includes the Code of Conduct.
- All staff have a part to play in the implementation of this policy through their role as tutors and as subject specialists.

## Careers Programme

### Key Responsibilities

Careers Coordinator:	Tanya Simpson ( <a href="mailto:t.simpson@europaschool.uk">t.simpson@europaschool.uk</a> Tel 01235 524060 ext 219)
Work Experience coordinator:	Ivana Santova
Careers Link Governor:	Robin Barter
Head of Secondary:	Lynn Wood

All changes to the careers policy are approved by the school governing body and they are regularly informed about the progress of the careers programme via visits to the school, secondary education committee meetings and reports/presentations delivered by the Careers Coordinator.

## Year Programme

Year	Autumn term	Spring term	Summer term
<b>S1</b> <b>(Y7)</b>			<i>By 2020 to introduce employer encounters</i>
<b>S2</b> <b>(Y8)</b>		<i>S3 options event – student assembly</i>	<i>Careers workshop Invited outside speaker</i>
<b>S3</b> <b>(Y9)</b>	<i>Assembly and tutor group opportunities - employability skills</i>	<i>S4 options event – students assembly and parents’ evening</i>	<i>Apprenticeship and technical education presentation</i>
<b>S4</b> <b>(Y10)</b>	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Europa Careers evening with independent providers and employers for students and parents (including numerous STEM participants)</i>	<i>Apprenticeship and technical education presentation</i>
<b>S5</b> <b>(Y11)</b>	<i>Assembly on opportunities at 16  Work experience half day session: cv and interview preparation</i>	<i>Post-16 assembly and parents’ evening  Post-16 taster sessions  Apprenticeships – support with applications  Europa Careers evening with independent providers and employers for students and parents (including numerous STEM participants)  OxLEP Careers Fest visit  Independent German Careers Adviser visit</i>	<i>Work experience preparation sessions  Work experience  Independent German Careers Adviser visit</i>

<p><b>S6</b> (Y12)</p>	<p><i>Post-18 assembly – apprenticeships</i></p> <p><i>Work experience planning</i></p>	<p><i>Higher education (HE) fair.</i></p> <p><i>Assembly re Post 18</i></p> <p><i>Europa Careers evening with independent providers and employers for students and parents (including numerous STEM participants)</i></p> <p><i>Oxbridge/Medical Applications Information Evening at SHKS (Learning Partnership Collaboration)</i></p> <p><i>OxLEP Careers Fest visit</i></p> <p><i>Independent German Careers Adviser visit</i></p>	<p><i>Careers days, researching HE courses and writing personal statements</i></p> <p><i>Gap year opportunities</i></p> <p><i>Meeting with ex-students re University experience and applying to Oxbridge</i></p> <p><i>Subject references preparation</i></p> <p><i>Work experience</i></p> <p><i>University Open Days</i></p> <p><i>Independent German Careers Adviser visit</i></p>
<p><b>S7</b> (Y13)</p>	<p><i>Choices for Baccalaureate examinations</i></p> <p><i>HE applications meeting with students and parents</i></p> <p><i>Allocation of referee</i></p> <p><i>Individual mentoring with allocated Advisers</i></p> <p><i>HE and higher apprenticeship applications</i></p> <p><i>Aptitude Tests</i></p> <p><i>Practice Interviews</i></p>	<p><i>Assembly on UCAS , student finance and other opportunities (apprenticeships)</i></p> <p><i>Europa Careers evening with independent providers and employers for students and parents (including numerous STEM participants)</i></p>	<p><i>Individual; meetings with students and/ parents following Baccalaureate results to discuss options.</i></p>

## Information and Resources

Careers information and resources are in the Careers library in Room 10A, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Coordinator. A Google Classroom is created for dissemination of guidance and information pertinent to each year group at appropriate times. Parents receive email correspondence about essential information and are invited to information evenings led by relevant staff. There are regular opportunities to participate in masterclasses offered by local science and engineering establishments and universities. The links with Oxford University Modern Languages Department are also very strong. The school engages in all European School student conferences such as Model European

Council, the European School Science Symposium, Eurosport and the Festival of Arts and Music.

## Monitoring

The Careers Coordinator maintains a database to map progress and choices during S6 (Y12) and S7 (Y13). A database of future destinations for HE and work based training is also held for at least 3 years following a student's departure from the school. GoogleForm surveys are used to provide baseline and impact data for careers' activities.

## Careers and SEN provision.

Every student with SEN follows the same programme of careers as their peers, with adaptation and support from the SEN team where appropriate.

The SENCO meets with parents/carers to discuss option suitability where their need is likely to have an impact on their choices during the option process. The SENCO supports the development of work experience placements, ensuring that providers are aware of individual needs, highlighting any considerations that need to be made and promoting a positive experience.

## Work Experience

The objective of Work Experience in S5 (Y11) is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. All students will be offered the opportunity to undertake a two-week placement in the summer term of S5. It is ultimately the student's responsibility to ensure that they have secured a placement (before the deadline given by the Work Experience Coordinator); however, support in finding a placement will be offered by the school via assemblies, template letters and individual support from the Work Experience Coordinator.

Each year, the programme is launched at an information evening for students held in the Autumn Term. Prior to the placement, students will participate in several preparation activities including creating a CV, letter writing and interview training. A Work Experience briefing will be held for all students in S5 (Y11) in the week prior to their placements to ensure that they understand how to approach their placement, and the procedures to follow if there are any problems. Necessary and relevant health and safety information will also be covered. A google classroom group will be set up to allow students to communicate any problems and issues they are facing during their placements. On return to school, there are Work Experience debrief sessions during form time where the students are given the opportunity to reflect upon and share their experiences with classmates and staff.

## Safeguarding

To ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement holds valid 'Employers' Liability Insurance' (ELI) for the time of the placement. Any placement which does not hold ELI, and which has not been Health and Safety checked for the period of the placement will not be approved for Work Experience, and the student seeking the placement will be advised to find an alternative. In addition, the school cannot support placements with sole traders or single employees.