

CAREERS INFORMATION, ADVICE AND GUIDANCE PROGRAMME

Review: October 2024

Ratified by the Board: October 2024

Authors: Head of Careers

Date of next review: June 2027

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This is a school Policy that applies for Years 6 to 13

1. INTRODUCTION

There is a statutory requirement from the Ministry of Education, Sports and Youth in Cyprus as well as the Department for Education in the UK for a careers system within each school that will help young people and adults choose the career that is right for them. TJSS is committed to maximising the benefits for every student in providing as many opportunities to our students as possible to explore their potential academic and professional paths once they graduate from us and make informed decisions about their futures. Our programme includes activities that are cross-referenced to **the Gatsby framework**, which is a benchmark for ensuring high quality of relevant provision and aims to providing specific tools and support towards transitioning from TJSS to the world. The school wishes to promote careers-based learning as part of the educational provision for all students across the school.

2. AIM

The programme aims to encourage students to take an active role in their own career development, be well informed, ambitious, and explore their horizons and career aspirations throughout their life at school from Y7 to Y13. The school aims to ensure students' readiness to take their next step in their learning or career and enable them to develop the research skills to find out about opportunities. In addition, the careers programme supports positive transitions from KS3 to the GCSEs and Years 12/13 developing the skills, attitudes and qualities to make a successful transition into the world of academia and work, facilitating meaningful encounters with employers and provide internship opportunities. **The school follows the Gatsby benchmarks for Good Career Guidance.**

2.1. A STABLE CAREERS PROGRAMME:

The school has an embedded programme of careers education and guidance, which is communicated to our students, parents, teachers, governors and employers.

2.2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION:

Every student and their parents are given access to good-quality information about future study options and labour market opportunities.

2.3. ADDRESSING THE NEEDS OF EACH STUDENT:

As students have different careers needs at different stages, opportunities for advice and support are tailored to the needs of every student. Our programme embeds equality and diversity considerations throughout.

3. CURRICULUM:

All departments are asked to identify links between curriculum learning and careers to highlight future career pathways.

1.1. EMPLOYER ENCOUNTERS:

The school provides to students opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This is through visiting speakers and relevant workshops.

1.2. WORKPLACE EXPERIENCES:

The school provides to students first hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploitation of career opportunities, and expand their networks.

1.3. EDUCATIONAL ENCOUNTERS:

The school presents the full range of learning opportunities that are available to students. These include both academic and vocational routes and learning and in particular university entrance preparation and support as well as choice of relevant undergraduate courses.

1.4. PERSONAL GUIDANCE

Every student from Y9 onwards has the opportunity for guidance with the school's qualified Head of Careers and assistant Careers Officer. By the end of Year 11, all students will have had an interview with the Careers Department. By the end of Year 13, they will have had two interviews with the Careers Department. All services provided are part of the Gatsby Career Guidance programme framed by the Gatsby career Benchmarks. More information can be found at <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

4. CURRICULUM PROVISION

The school offers a wide range of activities that contribute towards careers-based opportunities in order to help prepare student effectively for adult and working life. These activities complement subject teaching, contribute towards the development of their key skills and competencies, as well as contributing to lifelong learning opportunities. An annual careers fair takes place within the first term of the year, aiming towards supporting experiences of meeting skilled professionals/employers, university and other further education institutions representatives.

Upper KS2	<ul style="list-style-type: none">• PSHE Careers Day: "What I want to be when I grow up" A day of activities and short presentation to raise awareness about the steps to be taken towards a future careers choice.
KS3	<ul style="list-style-type: none">• PSHE sessions from Careers officer: introduction and presentation and the notion of enriching their CV• Morrisby Careers (Year 6-7) - Optional• Personal Interview with Careers officer• Morrisby Careers Questionnaire (Year 11) - Optional
KS4	<ul style="list-style-type: none">• Workshop on writing a personal statement and CV (HRM)• Taster day in 6th Form• Access to UNIFROG system (Year 09 onwards)• GCSE options process and open evening• Participation in international career events• Work Experience (Year 11)

KS5

- Two Personal Interviews with Careers Dept (start of the year and start of last term)
- Applications
- Interview preparations
- Mock interview and SLT/HRM involvement
- Prep exams
- Parental involvement as professionals (lecture series)
- Participation in international career events
- Other post 18 pathways and applications

5. WORK EXPERIENCE

Students in Year 11 are strongly encouraged and guided towards the completion of a work experience placement after the completion of their GCSEs.

6. PSHE

The Careers Department, in liaison with the Deputy Pastoral and the Coordinator of Sixth Form, produces suitable Schemes of Work, lesson plans and resources for use in PSHE sessions. The Careers Department will also deliver assemblies, seminars and whole year group PSHE sessions throughout the year on topics of interest and importance. The Careers Department identifies appropriate learning outcomes: skills, attitudes, concepts, knowledge and the strategies to achieve them.

7. EMPLOYER LINKS

Links with employers, businesses and other external agencies are developed by building on local community connections and asking for the expression of interest of parent-owned companies to be included in lectures, fairs and internship opportunities.

8. STAFF DEVELOPMENT

The school provides opportunities for relevant staff to undertake appropriate professional development to support the teaching of work-place related learning.

9. MONITORING AND EVALUATION

The careers programme is evaluated in a number of formal and informal, quantitative and qualitative ways, including:

- student and parental feedback on their overall careers programme experience
- staff feedback on careers lessons, mock interviews etc.
- feedback from external partners
- alumni panels and success stories
- monitoring of destination and trends of school leavers and annual report

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