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# JACK HUNT ACADEMY

# CAREERS & EDUCATION

# POLICY



Reviewed - November 2024

Reviewed by - SLT

Date Of Next Review - November 2026

High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It helps them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

We are committed to working towards the national Gatsby Benchmark targets.

- G1. A stable Careers programme
- G2. Learning and career and labour market information
- G3. Addressing the needs of each pupil
- G4. Linking curriculum learning to careers
- G5. Encounters with employers and employees
- G6. Experiences of Workplaces
- G7. Encounters with further and higher education
- G8. Personal guidance

### Policy Statement

Students have access to Careers Education and guidance in the following ways:

#### 1. Through a planned programme of lessons and activities within the PDE curriculum and tutor time.

All students receive a one-hour timetabled lesson each week of Personal Development Education in Year 8 to 9 and one hour a fortnight in Years 10 and 11. Where possible this is delivered by specialist teachers. The aim is to promote equality and opportunity for all through impartial education and guidance, considering local and national developments. (Full details of the PDE programme for each year are in the PDE Section of the school website).

Year Group	Autumn Term	Spring Term	Summer Term
7	Dreams and Aspirations classwork. Introduction to the national careers service website and research task. Access to Unifrog.		
8			Careers Education and Guidance introduction and research project. Introduction to Unifrog careers software.
9	Personal Finance Post 14 planning – Discuss data and reports, options process and choices. Use UniFrog to investigate personal skills, qualities, and personalised subject/career choices.	Options Subject Assembly Parent Options Event Key Stage 4 Options and Deadline – ensure deadlines achieved and all signatures obtained.	

	Tutor support for post 14 options		
<b>10</b>	CV Writing Careers Fair Unifrog Careers Software Work Experience Planning Employment Rights, Insurance, Personal finance Careers Fair	Applying for roles and Independent Careers interviews	Independent careers interviews 2-week work experience
<b>11</b>	Post 16 Application Process – guidance on process, discuss forecast data and deadlines Personal statement writing Preparing for interviews  Independent Careers Interviews Post 16 Information Evening, including JHS, other local Post 16 providers Careers Fair	Support with Post 16 Applications – ensure all deadlines are being met Independent Careers Interviews  Post 16 Deadline	
<b>12</b>	Careers presentations from alumni and relevant industry links. ARU Monthly Drop ins – Careers and IAG. Work Experience Opportunities through TEC. National Literacy Trust opportunities – Thorpe School. Applications for HE programmes such as HE+, STEM Smart and Target Oxbridge. Trip to University Open Day (Loughborough). Careers Survey – early indication and identification of career/university pathways. Sports Leaders. Careers Fair	Careers presentations from alumni and relevant industry links. ARU Monthly Drop ins – Careers and IAG. Work Experience Opportunities through TEC. National Literacy Trust opportunities – Thorpe School. HE+, STEM Smart and Target Oxbridge. Use of Unifrog resources – identifying careers and universities. Developing a CV with Unifrog. Sports Leaders.	Careers presentations from alumni and relevant industry links. ARU Monthly Drop ins – Careers and IAG. Work Experience Opportunities through TEC. National Literacy Trust opportunities – Thorpe School. HE+, STEM Smart and Target Oxbridge. Introduction to UCAS – University of Lincoln. What does a UCAS statement look like? ARU medical school tour. Oxbridge students visit colleges. Medics and Oxbridge – early identification – meeting. Workshop with professionals for apprenticeship application process. Filling in the UCAS Form. University Open Day. Oxbridge students begin writing the UCAS statement. Sports Leaders events.

13	Core employability skills and transferrable skills taught through Period 1 programme. ARU Monthly Drop ins – Careers and IAG. Work Experience Opportunities through TEC. National Literacy Trust opportunities – Thorpe School. UCAS Applications – Assemblies and Form Time dedicated to writing a personal statement and good application. Medics and Oxbridge – skills requirement meeting. Resources from the Peterborough School – student is meeting. Applying to Oxbridge - Oxford University student meeting. Alumni talk for Medics. Peterborough School – interview support for Medics. Outside contacts for Oxbridge interview support. Use of Unifrog to support UCAS Process.	Core employability skills and transferrable skills taught through Period 1 programme. ARU Monthly Drop ins – Careers and IAG. Work Experience Opportunities through TEC. National Literacy Trust opportunities – Thorpe School. Industry led interviews - Debbie Longhurst Student finance Led by University of Lincoln. What is UCAS Extra? What Clearing? – Assemblies.	Core employability skills and transferrable skills taught through Period 1 programme. ARU Monthly Drop ins – Careers and IAG. Work Experience Opportunities through TEC. National Literacy Trust opportunities – Thorpe School.
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## 2. **Sixth Form**

In the Sixth Form Jack Hunt School prioritises goal setting and forward planning. Students are given the opportunity to meet external speakers, either virtually or in person from a variety of Apprenticeship providers, Higher Education Institutions, and workplaces. The school is supported in offering higher education information and guidance by Anglian Ruskin University and the University of Lincoln.

Students are also supported in careers education by Growth Works and our local Enterprise Advisor. Students have access to virtual work experiences and Higher Education opportunities through Unifrog, which provides personalised experiences for each learner.

There are strong links with local external organisations where many of our students undertake face to face work experience and we organise alumni visits to talk about specific careers and trips to universities for Year 12 and 13 in the Summer and Autumn Terms. Students are encouraged and supported to undertake their own research and make their own decisions about their futures.

## 3. **Key Stage 3 to Key Stage 4**

Each subject produces a presentation about their subject area that includes potential careers and pathways that can be pursued through each subject.

## 4. **Year 10 work experience**

All Year 10 students take part in a two-week work experience placement during the summer term. We partner with The Employability Partnership to ensure all students have a viable work placement giving a realistic and credible experience, and the opportunity to arrange self-placements.

#### 5. **Independent Careers Adviser**

Between October and June, students have access to an external independent career's adviser who has 1:1 career interview with all pupils in Year 11. In addition, all Looked After Children and Children in Care also have an annual careers interview. The independent careers adviser also attends Year 9 to Year 12 parents' evenings. Students and parents can receive independent advice during the evening regarding post 16 and post 18 choices and destinations.

#### 6. **External Partners**

Jack Hunt is part of the Peterborough wide Destination Network, hosted by the Targeted Youth Support Service at Peterborough City Council, to provide ongoing support and updates regarding post 16 destinations. This includes pre-NEET support for students who are at risk of being NEET.

There are external providers who support the PDE curriculum, careers fairs, alumni presentations, and presentations from external HE colleges, FE and apprenticeship providers (see additional PDE Learning Roadmap).

### **Monitoring, Evaluation and Quality Assurance**

Our provision is reviewed by:

- Annual completion of Compass Careers Audit and Benchmark Tool
  - Meetings with Careers Leader, PDE Curriculum Area Leader, Head of Sixth Form and SLT
  - Link
  - Annual Review of the PDE curriculum to support careers guidance.
  - Whole School review of individual subject area contribution to Careers Education
  - Intensive monitoring and review of Post 16 applications and the application process and enhance practice where necessary.
  - Monitor the number of NEETs at Post 16 and Post 18 and share this data.
  - Review the quality of our IAG with our external careers and education consultant.
  - Annual training with Personal Tutors.
- Take part in the Peterborough wide destination meetings for all secondary schools.  
A review of the programme against Gatsby Benchmarks to ensure best practice.

### **Compass Audit Feedback (Summer Term 2024) - Data obtained from audit document.**

<b>Gatsby Benchmark</b>	<b>Jack Hunt School</b>	<b>National Comparison</b>
GBM1 – A stable Careers Programme	100%	68%
GBM2 – Learning from career and labour market	100%	83%
GBM 3 – Addressing the needs of each pupil	100%	59%
GBM 4 – Linking curriculum learners to careers	87%	80%
GBM 5 – Encounters with Employers and Employees	100%	85%
GBM 6 – Experiences of workplaces	100%	72%
GBM 7 – Encounters with further and higher education	100%	57%
GBM 8 – Personal Guidance	100%	77%