

Careers activities, events and promotion at The King Alfred School Academy 2023-2024.



Vicky Govier- Careers Advisor

James Wilmot- Director of Careers Education, Advice and Guidance (Careers Lead)

Liz Redwood – Careers Link Academy Councillor

Simon Osbourne – Enterprise Coordinator

Our career programme

- Is written down
- Is approved by the board of governors
- Has the explicit backing of senior leadership
- Has resources allocated to it
- Has systematic monitoring in place
- Has both strategic and operational elements
- Is published on our school's website
- Is evaluated for effectiveness at least every 3 years
- Has an identified lead individual with strategic responsibility for overseeing the programme

Destinations -

TKASA 2022 Year 11 progression:

- 62.3% progressed to a college for A levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, WHA, Bristol Robins Foundation, etc)
- 29.8% progressed to a school 6th form (TKASA, Churchill, Backwell, etc)
- 1.9% progressed to apprenticeships
- 4.1% furthered their education through Employment & Training but not an Apprenticeship
- 1.9% NEET

Priority groups -

All students are welcome and encouraged to engage with The Careers Team but specific groups of students are considered a priority:



RONI (Risk of NEET) – All Year 11 students. Risk of NEET Students are met early in the year for 121 meetings.

A clear vision of the student's career awareness is obtained (family situation, parents in employment, own career aspirations, etc). Information is passed to Tutors and further actions agreed. We can meet students from all other year groups if referred by families, teachers, tutors or pastoral staff. New provisions including 'The Pathways' for key stage 3 will sit effectively alongside the current TAC provision for key stage 4. Both provisions will be fully supported and careers sessions interwoven into their time table throughout the academic year.

Progression plans – Year 11. All Year 11 Students are met and tracked through their final year to ensure that college applications are complete and the student has a clear vision of their progression route and the appropriate level. A report is sent to the Council annually to track progress and ensure that full support is provided beyond school.

Children Looked After – All Year Groups. Additional 121 appointments are in place to support with work experience, college applications and general careers support.

Pupil premium – All Year Groups. Additional time is allocated to engage with pupil premium students to ensure that they have additional support with activities in the potential absence of support at home (packed lunches for trips, help with transport for work experience, early October progression appointments for year 11s etc).

SEND – All Year groups. The team works closely with The SEN Team to provide additional support for students during their time in school, participation in careers events and to facilitate transition to post 16 study. Students needing additional support with 6th form and college transition are given support with applications, interviews and exclusive taster days.

Students with academic promise – Year 10 & 11. Curriculum staff identify students showing academic promise. The Careers Team meet these students to explore preferred pathways and facilitate University visits including Oxford, employer guidance, apprenticeship information etc.

121 interventions-

- All students are welcome to meet The Careers Team at any time.
- All priority group students have 121s.
- All year 7 students have a 121 as part of their interview challenge.
- Year 9 students are encouraged to have a 121 to discuss their options. This offer is also open to families.
- All year 10 students have 121s on a weekly basis during the work experience planning period until their placement is confirmed.
- All Year 11 students have progression 121s on their own and/or with their family until progression plans have been agreed.



Does it work? Yes! The careers office has great footfall. Pre-booked appointments are well attended as students are generally taken out of class for appointments. Work experience participation was at 100% in 2023. Student progression is 100% robust and all students have at least one post 16 destination available to them. A central spreadsheet of IAG interactions is kept to give an accurate picture of the service provided. All PP year 11 students are seen in term 1 to assist with focus and drive in the lead up to exams. Information from these was passed to year heads to ensure a collaborative approach.

Referrals-

- The Careers Team welcomes referrals from anyone within the school including Tutors, Teachers, Leadership Team, Student Services, parents and self-referral from students.
- The Careers Team can request attendance from students at any point during the day and teaching staff will agree to students leaving class. Assessment weeks are avoided!

Does it work? Yes! Student attendance for 121 appointments is very high. Staff are happy to allow students to visit the careers office during teaching time as they are confident that it is time well spent.

Venue-

- The Careers Team is fortunate to have a dedicated meeting space full of resources, inspirational quotes, free of clutter and an open door policy. Students must never knock!
- The careers office is largely paperless and an events and activities calendar is kept up to date allowing plenty of time for prior planning to achieve successful outcomes. We record and maintain records of 121 attendance and participation in our events and activities.
- TKASA have employed dedicated careers staff to provide the best possible service to its students. The Careers Team shares resources and best practice across The Priory Learning Trust as well as informal support and mentoring to other Careers Leads and Advisors across the country.

Does it work? Yes! The careers office is a popular venue for students, with some using it as a safe space to spend breaks occasionally and many have commented on its positive environment. The paperless systems that have been implemented reduces waste, supports data protection and the risk of mislaying information. Dedicated staff can focus on student engagement, activities and events and deliver successful outcomes without distraction or split responsibilities.



Student engagement-

- The majority of student engagement is on a 121 basis. Appointments with parents are also available face to face or via google meets.
- The Careers Team also passes on important information and can field enquiries in assemblies, via social media, the school website, a monthly careers bulletin, as well as parent text and emails and the new dedicated careers Youtube channel <https://www.youtube.com/channel/UCPnhpTjloPmumqijHQwY5kg> Other engagement is on a group basis, for example attendance at careers events, guest speaker drop ins, workshops, trips etc.
- Careers tutor time yrs. 10 and 11 – a dedicated 30 minute session on certain weeks to deliver messages, engage students with alumni, employers and post 16 providers in person and via google meets as well as compete dedicated careers exploration activities while educating students with correct and up to date labour market information.

Does it work? Yes! Students feel comfortable engaging with The Careers Team. Staff also appreciate our short and snappy interventions in assemblies. Out of hours appointments are gratefully received by parents who work longer hours than traditional school opening times and would like to meet with The Careers Team directly face to face or online. Parents also access the service for their own career development. Feedback is very strong and we respond to any suggested improvements.

Early intervention-

- As part of our commitment to engage with students as early as possible to help them make the most from school, our Year 7 students are encouraged to participate in both on and offsite careers events and activities.
- Prior to this, year 5 students from our primary schools within TPLT are mock interviewed and year 6 students are invited in to school during National Careers Week to meet visiting employers, colleges and universities. These activities aid transition to TKASA and raise aspirations from an early age.
- Year 7 participate in the annual 'Interview Challenge' where they produce a CV, practice interview skills and apply for their dream job. The TKASA Careers Advisor interviews each student, helping them explore their existing skills, identify skills to develop and reinforcing the message of kindness, bravery and curiosity as winning attributes for life.

Does it work? Yes! Attendance at careers events is very high and feedback is very positive. The interview challenge was a great success and the students thoroughly enjoyed the experience. Parent feedback was outstanding.



Employer engagement-

- The Careers Team are very connected and proactive with creating and growing a team of employers covering as many industry sectors as possible to provide our students with a real insight into working life in the real world.
- Recruitment of employers includes attendance at networking events, utilising the school's Enterprise Advisor and LinkedIn marketing.
- Employer participation with students includes employer visits to school and their own premises, engagement with subject area classes, tutor time drop-ins, work experience opportunities, assemblies and support with mock interviews as well as guest speakers on goggle meets, online careers conventions and more. Their first-hand experience is vital to raise awareness of labour market information in a real world context.

Does it work? Yes! Employer engagement is at an all-time high. 150 employers supported the Year 10 WEX programme in 2023. All Year 10 students have at least 1 week of WEX. 35 employers supported the Year 10 mock interview day. In 2023 all Year 10 students participated. Employers visited school this academic year. Students from all year groups meet at least 3 employers in through assemblies during National Careers Week. Alumni also visit the students to talk about their own education and career choices, subject specific classes or Tutor Time drop-ins. Feedback from students, staff and parents is extremely positive regarding the contributions that our local employers make.



Further Education-

- We now have a completely impartial relationship with the local colleges with no favour or obligation.
- Students can attend college taster days to explore study options and learn more about labour market information led career pathways.
- All students receive at least one FE focussed assembly per year promoting A levels, Diplomas and Apprenticeships. An online parent information evening is also held covering these topics and any changes in qualifications to be aware of.
- College summer school and half term activities are promoted to students and their families through various means.
- College and 6th Form open evenings are promoted to students and their families through various means.
- We communicate with colleges on a regular basis to review and develop the range of activities and events.
- This year we hosted an Apprenticeship Academy with support of local independent training providers and employers to support student considering apprenticeships following year 11.

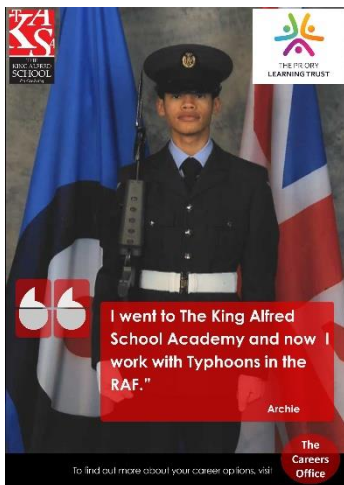
Does it work? Yes! Student attendance at offsite college events is higher than our neighbouring schools. TPLT attendance at the 2019 World of Work event held at Weston College was 150 students. 18 Colleges, 6th Forms and Training Providers attended the 2019 Careers Convention at PCSA which was greatly attended by TPLT students.



Higher Education-

- University outreach has a strong presence at our annual careers convention.
- All Students receive 2 university focussed assemblies per year online or face to face.
- Guest speakers from Russell Group Universities visit the school. Talks are held in the early evening to encourage parent attendance.
- Online or face to face visits to a local University are encouraged for all students and their families. Open days and events are promoted in the monthly careers bulletin.
- Student visits to universities are also arranged for specific students in specific faculties.

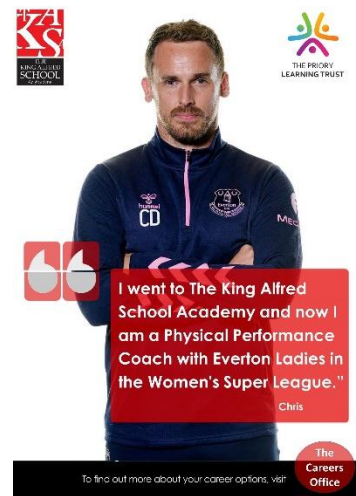
Does it work? Yes! During a recent visit to a leading University, 2 of 14 students voiced an intention to apply. On the return trip all 14 had raised their aspirations sufficiently to want to apply. We are fortunate to also have a number of local Universities who are happy to engage with our students and promote degree level education not just from 18 years but later in life too. 30% of TKASA students progressed to Russell group universities in 2021.



Not just 'jobs, jobs, jobs....'-

- A happy and healthy life is not solely down to career choice and education pathway. The Careers Team offers a wide range of activities and opportunities for students to participate in to build confidence, self-esteem and friendships.
- Students are encouraged to engage with local youth councils and local charity organisations.
- The Youth Employment Service make themselves available to provide further support to students at risk of NEET.
- The National Careers Service offer is also included in the monthly bulletin.
- Students with social anxiety and at risk of bullying are welcome to spend time in the careers office as a safe space.
- Students have the opportunity to write and publish their own books with the support of published author and a US based publisher.
- Biannual Hero Awards and prizes in conjunction with The Grand Pier are awarded to students for acts of kindness at school, home and the community. Parents are invited to an evening event showcasing their child's kindness.
- The National Citizenship Service engaged with all Year 11 students and provided a full 2 week programme in June 2020.
- Brean Leisure recruits TPLT school leavers. Year 11 students are invited to apply for free Lifeguard training worth £300 and paid part time work throughout the summer and their subsequent studies.
- The school links with Burnham-on-Sea.com to promote community events and activities.

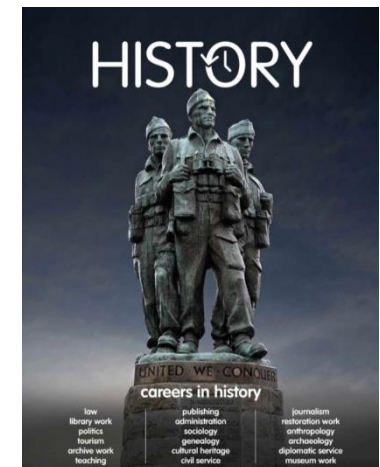
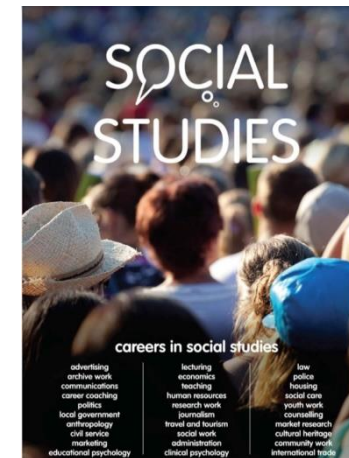
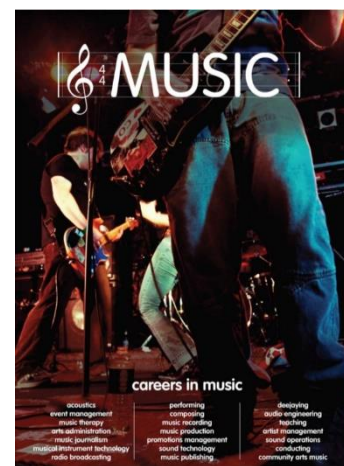
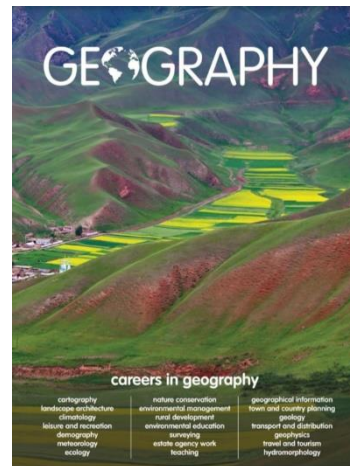
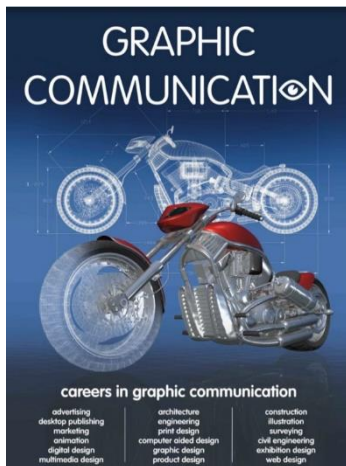
Does it work? Yes! Our Students have a strong reputation in the town for their community mindedness. The Careers Office is a frequent space for students to visit for quiet time. The hero awards run biannually with great nominations.



Curriculum-

- Daily brief to all staff includes a careers page with daily updates for all staff to pass on to students during the school day and a weekly newsletter sent to parents as well as Thursday afternoon tutor time which specifically focusses on the school's career offer.
- Curriculum careers posters and relevant alumni posters are present in all departments.
- Central Leaders have access to a suite of careers in curriculum resources created by the Careers Team to link curriculum to real world career paths.
- Weekly tutor time careers activities run by tutors to link careers to curriculum.
- Pre-recorded interviews with alumni and employers for teachers to play in relevant curriculum areas.
- Annual training for teaching staff and trainee teachers to emphasise the importance of careers in the curriculum.
- During collapsed curriculum days the Careers Team are given time to put on whole year group, or even school events such as the Tyre Challenge, a whole day of entrepreneurial tasks.

Does it work? Yes! During day 1 of the new year, several students from different year groups visited the careers office looking for more careers resources and information.



Employability-

- Mock interviews by employers are held for Year 10 students annually. Year 7 students are also mock interviewed by The Careers Team and more recently, year 5s!
- Full day CV and interview skills workshops are held for Year 10 students annually.
- 1 week block work experience for Year 10 students is held annually.
- Student Priority Groups are given additional time and support to prepare for these key activities. □ All of these events and activities are in place to build employability skills and to help students learn to use labour market information to help guide their aspirations and plans.

Does it work? Yes! Many students leaving TKASA had identified year 10 mock interview day as the most important day of their school life. Employer numbers supporting the event have increased significantly over the last 3 years with an outstanding 200% increase year on year. Feedback from employers and students was outstanding. Year 5 and 7 mock interviews ensure early engagement with the careers team and buy in for later activities. 100% of year 10 students participated in work experience week in 2018, 2019 & 2020. The range of work experience placements has increased significantly and students and parents fully understand it's importance. Many have progressed to part time work with the same employers and even Apprenticeships.

Parents-

- A monthly careers activity bulletin is created, emailed to parents & tutors and uploaded onto the TKASA website and Facebook page. This bulletin highlights relevant activities at school, colleges and the community suitable for all year groups and families.
- Following 121 appointments, action plans are created and agreed with students.
- Online parent progression information evenings for Year 10 & 11 students annually. All progression routes are explained.
- Website resources are updated on a regular basis and a dedicated careers page has been created with links and useful information for students and their families.
- Social media is used professionally and is used to promote specific events, activities and successes.
- All parents' evenings are attended by The Careers Team.
- Careers information is also passed to parents in regular newsletters and press releases.
- The careers offer is also open to parents to help develop their own career.
- **Does it work? Yes!** Parental 'buy in' to the careers offer is at an all-time high and the feedback indicates that they value the information that is being sent home to them. Parents often contact the Careers Team for further guidance or to arrange a chat.

Feedback-

- Feedback is recorded and acted upon with improvements in place. Complaints are dealt with immediately.
- First and foremost, the students must enjoy engaging with The Careers Team and find our activities and events relevant, interesting and productive. Feedback is vital to help us achieve this.
- We use a google form to collect feedback from all students regarding the careers activities they take part in during tutor time.

Does it work? Yes! Student feedback has helped us provide a more relevant service to our students' needs. Employer and stakeholder feedback has helped us run more effective activities and events. Feedback helps the service move forward to make improvements and also positively re-inforce the existing activities which have been praised.

Last night the children had parents evening. So many of them were buzzing about the day. Parents were incredibly supportive too.

Thanks for the work you both did - the value they got from the experience was wonderful!

... (future Primary School Teacher) found the whole process great. The job choice is down to @PMoorStAnnes and his influence on Charlie this year, but the interview process was a big success in our house. Thank you.



The Careers Team-

- The Careers Team is impartial at all times. A balanced relationship with local colleges is assured. They are non disciplinary and encourage students to speak openly without fear of judgement.
- The Careers Team market themselves to students and their families as providers of opportunities and choices.
- The careers office door is always open and students should never knock...it is their space.
- Parents are always welcome to contact us with questions and this is promoted in the monthly bulletin.
- The Careers Team remain trained, level 6 qualified, expert, impartial, enthusiastic and participate in reflective practice.

Does it work? Yes! The quality and effectiveness of our career activities and events is of a higher level of quality than many of our neighbouring schools who do not have the same staff resources or level of experience. Feedback from students, staff and parents has been extremely positive. Employers and stakeholders also value the fact that a central point of contact is always available without split responsibilities and the events that they participate in will be well organised, effective and a good use of their time.

Policy and best practice-

- Our activities are Gatsby compliant and we have been externally moderated with 100% compliance.
- Risk assessments are produced for activities on and offsite.
- Staff are appropriately trained.
- Visiting staff are DBS checked or supervised by staff at all times.
- The Director of Careers liaises with the Careers and Enterprise Company on a regular basis to access policy updates.
- The provider policy access document is visible on all Priory Learning Trust websites.
- TKASA works closely with an allocated Enterprise Advisor.
- TKASA is considered to be a centre of excellence and best practice is shared with visiting staff from other schools.
- TKASA is a key contributor to the Somerset Careers Advisor Network to ensure activities and events are shared as appropriate.

Conclusion

All Students leave TKASA with -

- Work experience.
- A CV and interview practice.
- A successful application for a relevant progression route.
- A clear vision of their career plan and the confidence to make good career choices.
- An awareness of soft skills and their importance in the world of work.
- A strong sense of self-worth and opportunity.
- A knowledge of where they can find further support and guidance beyond school.

Further plans-

- We will continue to review events and activities and make ongoing improvements.
- We will continue to recruit a wider range of employers to work in partnership with and maintain stakeholder relationships.
- We will continue to reach out and engage with parents to ensure that the careers message is also promoted at home.

Our pledge to students



When you complete your time with a TPLT Primary School, you will have-

When you complete Year 7, you will have:

- Met your Careers Advisor, created a CV and attended your mock interview challenge with the Careers Team
- Had at least 4 encounters to learn about college, apprenticeships and university
- Met multiple employers and previous students
- Had the opportunity to visit a college or 6th form for an open evening
- Had the opportunity to visit our careers fair in person and our online careers convention
- Worked through careers activities in PSHE
- Had the opportunity to call into the careers office any time

When you complete Year 8, you will have:

- Had at least 4 encounters to learn about college, apprenticeships and university
- Met multiple encounters with employers and previous students
- Had the opportunity to visit a college or 6th form for an open evening
- Had the opportunity to visit our careers fair in person and our online careers convention
- Worked through careers activities in PSHE
- Had the opportunity to take part in careers related trips to college, university or an employer
- Had the opportunity to call into the careers office any time

When you complete Year 9, you will have:

- Had at least 4 encounters to learn about college, apprenticeships and university
- Met multiple encounters with employers and previous students
- Had the opportunity to visit a college or 6th form for an open evening
- Had the opportunity to visit our careers fair in person and our online careers convention
- Worked through careers activities in PSHE
- Had the opportunity to take part in careers related trips to college, university or an employer
- Had the opportunity to call into the careers office any time to discuss your options

When you complete Year 10, you should have:

- Attended at least two college or sixth form open evenings
- Had at least 4 encounters to learn about college, apprenticeships and university
- Had multiple 1:1s with the Careers Team to discuss work experience and progression beyond school
- Completed a week of work experience
- Finished your CV and attended mock interview day
- Had the opportunity to attend a College Taster Day
- Visited our careers fair in person and our online careers convention
- Worked through careers activities in PSHE
- Had the opportunity to take part in careers related trips to college, university or an employer

When you complete Year 11, you should have:

- Visited the Careers Office for a progression meeting
- Completed college, 6th form and / or apprenticeship applications for your next step beyond school
- Attended application interviews at colleges and/or sixth forms with places offered
- A general plan of your career pathway
- Attended or had the opportunity to attend further college and 6th form taster activities on weekends or half term
- Attended at least two college or sixth form open evenings
- Had at least 4 encounters to learn about college, apprenticeships and university
- Had the opportunity to attend a College Taster Day
- Visited our careers fair in person and our online careers convention
- Worked through careers activities in PSHE
- Had the opportunity to call into the careers office any time to discuss your options beyond school
- Had the opportunity to access further help and support with your transition beyond school if you need it

When you complete year 12, you will have-

- Visited the careers office for a progression meeting for a clearer plan of your career pathway.
- Attended multiple support sessions to help prepare you for independent living.
- The opportunity to visit a careers convention online or in person.
- The opportunity to visit a University online or face to face.
- The opportunity to attend apprenticeship application workshops.
- The opportunity to meet your Career Advisor on a weekly basis.
- The opportunity to access 121 support with university applications.
- Completed a week of work experience.

When you complete year 13, you will have-

- Visited the careers office for a progression meeting for a clear plan of your career pathway.
- Attended multiple support sessions to help prepare you for independent living.
- The opportunity to visit a careers convention online or in person.
- The opportunity to visit a University online or face to face.
- The opportunity to attend apprenticeship application workshops.
- The opportunity to meet your Career Advisor on a weekly basis.
- The opportunity to access 121 support with university applications.