



KINGSGATE

SCHOOL

Kingsgate School

Careers Guidance

Name of Policy Owner: T Rogers

Date written: September 2018

Reviewed: September 2019 – reviewed by TR, ~~September 2020~~, September 2021 reviewed by TR/CFM, ~~September 2022~~ reviewed by TR, September 2023 reviewed by TR

Next review date: September 2024

INTRODUCTION

The information set out in this Careers guidance procedure describes each pupils' entitlement at Kingsgate School which is regularly updated to reflect, and keep abreast of changing trends.

AIMS

Careers Education and Guidance at Kingsgate School is seen as an entitlement for all of its pupils throughout years 7 – 11.

Self Awareness

Pupils at Kingsgate School have a variety of additional needs and in order to make appropriate career decisions, pupils need to understand themselves and become fully aware of their aptitude, strengths, difficulties, personality and preferences.

Opportunity Awareness

This includes differing roles and work opportunities. Pupils will be made aware of the range of career opportunities that are available. As well as studies of particular jobs and job families, pupils will explore opportunities in continuing academic and vocational education, and in training. Pupils will also be made aware of local industry, and the patterns of work in the local area and the area in which they live.

Career stages and decision making

Self awareness combined with opportunity awareness should help pupils make sensible choices about their transition post 16.

- All pupils at Kingsgate have access to a careers development information suite (housed in the Pastoral Coordinator's office).
- Careers advice in Year 7 and Year 8 is provided by the Tutor team during tutor time on an individual basis or as a group. Careers opportunities and plans are discussed and highlighted at the Annual Review.
- A careers / education pathway is put in place for all Year 9-Year 11 pupils giving support and guidance to learners through the next stage of their education looking to appropriate educational and training decisions based on their career progression plans.
- Careers advice and transition plans are started in Year 9 to ensure that all parties (parent/careers/local authority/) are aware of career plans and educational/training pathways in place.
- External and independent careers guidance and support is sourced for all KS4 pupils alongside internal support in developing a greater understanding into career/education pathways. This will be delivered in a number of ways, which include but are not limited to:
 - ❖ Group presentations on careers pathways;
 - ❖ 1:1 meetings to explore career pathways;
 - ❖ Visits to local business's / colleges;
 - ❖ Q and A sessions;

- ❖ Planned curriculum delivery;

WORK EXPERIENCE

Where available and suitable to the needs of the pupil, appropriate work experience is available to Year 10 and Year 11 pupils. A range of potential placements discussed with pupils and an agreed placement is implemented. Guidance and supervision of the placement is implemented by a learning/work place mentor.

Work experience is valued by the school because it introduces pupils to the disciplines and expectations of the work place, and because it provides an insight into how companies are organised and how they operate. Pupils are supported by Kingsgate staff during their placement.

Pupils receive a handbook prior to commencing work experience and are required to keep a log to help such work. The school also stresses the importance of pupils writing letters of thanks after completing their work experience.

VOCATIONAL COLLEGE COURSES/TRAINING COURSES

Where available and suitable, Year 10 and 11 pupils are able to access local colleges to attend college courses. We have developed positive links with a number of local colleges providers including Southdowns' College, Highbury College and Fareham College. These relationships enables Kingsgate School to provide access to a wide range of courses that is able to meet the wide ranging needs and career pathways of our learners.

Those pupils who attend college are able to access:

- ❖ Short term taster courses;
- ❖ Courses to accredited level;

Alongside our relationships with local college providers, we have also developed links with the local Army Careers Service to enable pupils to attend a residential Insight course.

PATHWAYS AND RECORDING

At all stages of their education and training the pupils are encouraged to keep records of their education and experiences to enable them to reflect on these but to highlight to others the experiences they have. At all times all pupils are supported by staff to ensure that the decisions they make and pathways which they wish to follow are made fully informed and that they are done so with the best intentions. Our aim is to support each pupil to be the best they can be and provide support, guidance and direction for the next steps. All staff that support pupils during this process ensure that they support in a manner as to which ensures that whilst maintaining high expectations and aspirational intentions they do not provide unrealistic and unachievable goals and aims and therefore potential future failure for the pupil.

Kingsgate School
14-16 Transition support programme

