

Bower Grove School Aim

Our aim is to provide an innovative and inclusive school in which pupils and staff are valued as individuals and are motivated to achieve their potential within a happy, healthy and safe environment. In partnership with parents, carers and other agencies we will strive to meet individual needs to enable our pupils to confidently progress into adult life.

Statements of Purpose

- To prepare pupils to cope with the demands of citizenship in their local community and within the world of work.
- To provide access to a wide range of examination opportunities, work experience and vocational guidance.
- To ensure everyone has opportunities to fulfil their potential, regardless of age, gender, ethnicity, or disability.

Bower Grove Careers Education, Information and Guidance Programme 2024

The careers programme at Bower Grove School is developed from the principles of the Department for Education Careers Strategy (2018).

From this, the school aims for all pupils to:

-understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace

-receive a valuable programme of advice and guidance that is delivered by individuals with the right skills and experience

-have support tailored to their personal circumstances, including access to face to-face advice

-access the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.

Our careers programme is supported using the “Gatsby Benchmarks of Good Career Practice”, which are as follows

1. A stable programme for careers education
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Goals

To further develop evaluation of the careers programme to incorporate all stakeholders enabling the careers plan to evolve in line with pupil and community need.

To launch a whole school use of Compass+ to evidence the impact of careers on pupils across all subject areas.

To establish a Careers Focus Day for pupils in Key Stage 3&4 providing further opportunity for pupils to access information from post 16 providers and employers.

Summary of the careers programme

Key Stage 3

Careers education begins in Year 7 as part of the Personal Development (PD) curriculum, understanding the world of work. In Year 8, pupils have access to an NHS Careers Event, visit Mid Kent College Maidstone and learn about their rights and responsibilities in the wider world. In Year 9, pupils spend a term developing their understanding of different career pathways available and identifying their future aspirations.

Year 9 pupils also participate in Aspire lessons throughout the year, experiencing Vocational activities which include Public Services, Digital & Creative Media, Animal Management, Hospitality and Catering, Trades Unit and Finance & Banking.

Key Stage 4

Understanding of the world of work is further developed for pupils throughout Year 10 and 11 in weekly PD lessons that have a careers focus. This can be viewed in more detail on the school's Secondary Curriculum Content document (Teaching and Learning / Academic Content).

Work Experience placements for pupils are offered in Year 10 and 11 through our Vocational Co-Ordinator for Work Experience, Miss C Fox. Alternative arrangements are made for pupils in school that are unable to access external placements.

Year 10 pupils have the opportunity to access independent advice and guidance by a suitably trained Careers Advisor and our Transitional Co-Ordinator, Miss P Cooper, who supports pupils with their post 16 provision placements.

During Year 11 pupils have the opportunity to access a local college setting with their peers

every Friday. A range of short courses for post-16 vocational skills are provided, including Carpentry, Construction, Bike and Motor Mechanics, Public services, Catering and Special effects.

Implementation

Gatsby Benchmark	Description	Guidance and Bower Grove Provision	Actions
<p>1. A stable careers programme</p>	<p><i>Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.</i></p>	<p><i>Every school should have a stable, structured careers programme that has the explicit backing of the Senior Management team and has an identified and appropriately trained person responsible for it.</i></p> <p>The Careers Programme is structured by the Careers Lead - Mrs B Flisher and has the backing of The Senior Management Team, Miss C Higgins (Assistant Headteacher for KS4), Miss P Cooper (Transitional Co-Ordinator for Post-16) and Mrs C Ribbans-Opara (the Governor for Careers).</p> <p><i>The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.</i></p> <p>The home page of the school's website displays a careers and post 16 tab enabling easy access of the careers programme. Further careers information is targeted for pupils, parents, and employers in this area.</p>	<p>The programme will be evaluated by pupils, parents and teachers to enable assessment and progress using the Future Skills Questionnaire via Compass+ and Microsoft Forms.</p> <p>BFlisher & CHiggins Term 6</p> <p>Feedback following further employer encounters will be collected via a Microsoft Forms questionnaire.</p> <p>All curriculum staff who organise employee encounters. Term 6</p>

		<p><i>The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</i></p> <p>Feedback from employers and pupils is collected after each work experience opportunity.</p>	
<p>2.Learning from career and labour market information</p>	<p>Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<p><i>By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</i></p> <p>Key Stage 3 pupils are introduced to Careers in PD lessons. Pupils access and explore the Job Explorers Database (JED) for information about careers paths and labour market information and Kent Choices.</p> <p>Year 9 pupils access the Aspire curriculum which incorporates a variety of vocational based learning.</p> <p><i>Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</i></p> <p>Parents can access JED and Start- Careers Information for Kent via the school website. Pupils, parents and carers in Key Stage 3&4 attend a careers evening held yearly in March.</p>	<p>Where employers attend school to talk to pupils, they will be encouraged to discuss LMI, the local offer as well as information about their industry.</p> <p>All curriculum staff who organise employee encounters June 2024</p>
<p>3.Addressing the needs of each student</p>	<p>Students have different career guidance needs at</p>	<p><i>A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</i></p>	<p>Compass+ will be used to include advice given to each pupil and subsequent agreed decisions.</p>

	<p>different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.</p>	<p>Equality and diversity are a fundamental part of Bower Groves school ethos highlighted in our statement of purpose 'Ensuring everyone has opportunities to fulfil their potential, regardless of age, gender, ethnicity, or disability.'</p> <p>Assemblies, PD lessons, Theme of the Fortnight and World Beliefs challenge stereotypical thinking and embed the understanding of protected characteristics.</p> <p><i>Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</i></p> <p>Compass+ is used to keep records on career learning activities and events.</p> <p><i>All pupils should have access to these records to support their career development.</i></p> <p><i>Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.</i></p> <p>The Post 16 Transitional Co-Ordinator keeps accurate data for each pupil on their education, training and employment destinations.</p>	<p>PCooper, BFisher</p> <p>Term 6</p> <p>The Post 16 Transitional Co-Ordinator will link accurate data for each pupil on their education, training and employment destinations to Compass+. This will continue for 2 years after leaving Bower Grove subject to GDPR.</p> <p>PCooper</p> <p>Term 6</p> <p>Compass+ will be used to keep systematic records on all career learning activities and events across the school curriculum.</p> <p>All curriculum staff</p> <p>Term 6</p> <p>Compass+ will be used to record work experience and enterprise activities.</p> <p>BFisher & CFox</p> <p>Term 2</p>
<p>4. Linking curriculum learning to careers</p>	<p>All teachers should link curriculum learning with careers. STEM subject teachers should</p>	<p><i>By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</i></p>	<p>Training by the Careers & Enterprise Company will be given to all Key Stage 3&4 staff This will enable teachers to confidently link their subject specialisms and embed Careers throughout the curriculum</p>

	highlight the relevance of STEM subjects for a wide range of future career paths.	<p>All pupils in Key Stage 3&4 participate in STEM days where a variety of industry professionals share their expertise and inspire through a range of activities and workshops.</p> <p>STEM careers are highlighted in Careers lessons in Year 10 throughout Term 3.</p>	<p>All curriculum staff</p> <p>Term 4</p> <p>Careers activities and employer encounters will be uploaded to Compass+</p> <p>All curriculum staff</p> <p>Term 4</p>
5.Encounters with employers and employees	<p>Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<p><i>Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.</i></p> <p><i>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</i></p> <p>Visits from employers and employees are timetabled into PD and Aspire lessons during Key Stage 3&4 and highlighted in the curriculum plan.</p> <p>An Alumni group of ex pupils are invited to school to share their experiences of further education and employment with Key Stage 4 pupils in Term 6.</p> <p>Employers are encouraged to make links with the school via the Employers section in the Careers area of the website and through the Careers and Enterprise Company, our Enterprise Co-Ordinator (EC) and our Enterprise Advisor (EA).</p>	

		The opportunity to partner with a new EA from the Gallagher Group has been established and visits to school arranged.	
6.Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<p><i>By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</i></p> <p>Bower Grove employs a work experience pupil mentor to organise work experience for pupils in Key Stage 4. Pupils are offered a week of work experience twice a year in external workplaces.</p>	<p>Further opportunities to visit workplaces with the support of the Enterprise Advisor to be actioned.</p> <p>BFlisher, PCooper & Izzy Thompson (Enterprise Co-Ordinator & Enterprise Advisor)</p> <p>Term 2</p>
7.Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	<p><i>Following the new Provider Access Legislation (PAL) guidance: All maintained schools and academies must provide four encounters with a provider of technical education or apprenticeships for pupils in year 8 to 11. Two encounters for pupils during year 8 or 9 and a further two encounters for pupils during year 10 or 11 that are mandatory for all pupils to attend.</i></p> <p>A yearly Careers Event is organised for Key Stage 3 & 4 pupils, parents and carers which incorporates a variety of Post 16 providers and employers.</p> <p>Further encounters are timetabled into PD and Aspire lessons in year 9&10.</p>	<p>A Careers focus day for pupils in Key Stage 3&4 will be established for 2023-24 providing opportunity for pupils to access information from post 16 providers and employers and to engage in workshops.</p> <p>CHiggins, BFlisher & PCooper</p> <p>Term 3</p>

		<p>Year 11 pupil's complete vocational taster sessions at two post 16 provisions throughout their final year at Bower Grove.</p> <p>The Transitional Co-ordinator supports year 11 pupils to apply for their chosen provision which has been discussed at yearly EHCP meetings from year 9.</p>	
8. Personal guidance	<p>Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.</p>	<p><i>Every pupil should have at least one such interview by the age of 16</i></p> <p>All pupils in Year 10 have a 1:1 careers, information and guidance (IAG) interview with a trained external Careers Advisor. Our transitional Co-ordinator is present during these interviews. Reports are issued to pupils and parents and actions are supported by the Post 16 Transitional Co-ordinator and Careers Lead during lessons and further meetings.</p>	<p>Compass+ to be updated with IAG information</p> <p>BFlisher & PCooper Term 6</p>

How to access information about the Careers Programme.

The Careers Leader at Bower Grove School is Mrs Beth Flisher. She can be contacted by email bflisher@bower-grove.kent.sch.uk or at the school by telephone 01622 726773.

Further information about the Careers Programme can be accessed via the Careers and Work Experience Policy (About Us / Statutory Information) and the school's Secondary Curriculum Content document (Teaching and Learning / Academic Content).

Careers resources are available for all pupils to access in the careers classroom and also online from the Job Explorers Database (JED) from all computers within the school. JED is also available on the school's website under the careers tab / parents, carers & pupils so that accurate and current labour market information is accessible from homes.

A Careers Evening is held in Term 3 for pupils, parents and carers to meet with local colleges, employers and training providers.

Measuring the impact of the careers programme

All young people and parents will have access to information about the careers programme at Bower Grove and their views will be taken into account when creating a programme of careers activities to embed skills and independence. Young people and families will feel empowered in their decision making and confident in the provision at the school to ensure the young person's best next step.

Compass+ is used to evaluate the careers programme three times a year with support from the schools Enterprise Advisor from the Careers and Enterprise Company.

Pupil's progress is assessed in Key Stage 3 using work from class books, as well as their responses to questioning and contributions to group discussions. This is recorded on Pupil Asset.

A portfolio of evidence, including classroom teaching and assessment, is collected by each pupil during Key Stage 4. Individual progress is also recorded on Pupil Asset.

The Job Explorers Database stores a pupil's record of access.

Individual pupil Work Experience targets are set by the school. After the placements these targets are evaluated by the employers, the work experience team and the pupils.

A pupil progress file includes reports from the Work Experience placements, a pupil's Curriculum Vitae, a personal statement and any employer references. These are presented to pupils at the end of Year 11.

Further assessment of the impact of the Careers Programme is provided by the post 16 destinations data and the external qualifications gained by pupils after they have left the school.

The careers programme is reviewed by the Careers team, Senior Leadership and Governors each year through monitoring visits and subject development meetings.