

**King Edward Northfield School for Girls**

**SCHOOL CAREERS STRATEGY  
AND  
ACTION PLAN**

**SEPTEMBER 2023  
to  
AUGUST 2026**

**King Edward Northfield School for Girls is an active member of the Birmingham Careers Hub and supports the development of Birmingham's Future Workforce through the Birmingham Enterprise Adviser Network**

## **King Edward Northfield School for Girls CAREERS STRATEGY**

### **Purpose and aims**

King Edward Northfield School for Girls is fully committed to ensuring that all our students acquire the skills, knowledge, and attitudes to manage their learning and career progression.

King Edward Northfield School for Girls has already established a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes, or Employment.

This careers strategy sets out King Edward Northfield School for Girls' key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all the mandatory requirements contained within the Department for Education's new careers strategy. These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Birmingham Local Enterprise Partnership, Birmingham City Council, Further Education (FE) and Higher Education (HE) providers, and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that King Edward Northfield School for Girls will meet the requirement to meet the eight "Gatsby Benchmarks", set out within the Department for Education's careers strategy by August 2020.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place across years 7 through to year 11 as part of the mandatory requirements set by Department for Education and contained within the Gatsby Benchmarks.



### Background Information

The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England.

The Careers and Enterprise Company had an initial remit to improve employer engagement, through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).

### Birmingham's Enterprise Adviser Network

The Birmingham Local Enterprise Partnership and Birmingham City Council, through their contract with the Careers and Enterprise Company, has been delivering the Birmingham Enterprise Adviser Network since January 2017 and has placed business leaders within schools to support them with the facilitation of careers related activity and support their achievement of Benchmarks 5 and 6.

***'Employers, providers, secondary schools and colleges working together to prepare Birmingham young people for a successful future'.***

Birmingham Careers Hub is fully funded by the Careers and Enterprise Company (DFE), Greater Birmingham & Solihull and the Birmingham Education Partnership and governed by our Steering Group, which consists of key strategic partners from across the City. Our objective is to support our 100 secondary schools and colleges to deliver world class careers development so that every young person can achieve relevant, positive and sustainable destinations and access to a meaningful future.

Critical in our mission is the support of Birmingham employers who work with us through our Cornerstone Employer Group; through our network of business volunteers; and other professional bodies such as WMAAN, CIPD and BCC





## The Careers Strategy

### The Eight Gatsby Benchmarks of Good Career Guidance are:

- 1) A stable career programme.
- 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) Experience of workplaces
- 7) Encounters with further higher education
- 8) Personal guidance

In December 2017 the government's Department for Education launched the latest version of their "Careers Strategy". This new strategy places the Careers and Enterprise Company at the heart of driving forward careers provision for young people. Their enhanced role is to act as a catalyst in the fragmented landscape of careers and enterprise, supporting programmes that work, filling gaps in provision and ensuring coverage across the entire country.

This new strategy adopted the Gatsby Benchmarks, which were originally developed by the Gatsby Foundation in 2014 by the Gatsby Charitable Foundation. These benchmarks were based on international research and helped identify best practice and guidance for education establishments for them to deliver high quality careers guidance to young people across England. These benchmarks have also formally been adopted by OFSTED and will now form part of their school inspection process.

### What is a Careers Hub?

Our Careers Hub is a group of secondary schools / colleges / SEN Schools located in Birmingham, co-ordinated by Ravinder Lilli, of the Careers and Enterprise Company. We will be working with universities, other education and training providers, employers and career guidance

professionals to ensure that ALL the Gatsby Benchmarks are delivered in each school and college within the Hub and that careers outcomes are improved for all young people.

### **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy King Edward Northfield School for Girls is required to have a designated member of our Senior Leadership Team to line manage the careers curriculum. Marti-Kiran Elliott undertakes this role.

Marti-Kiran Elliott is supported by Paul Keylock as the Careers Leader in school, who will plan and deliver the operational aspects of the career's curriculum.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2020.

Paul Keylock and Marti-Kiran Elliott will provide both the Head Teacher and the local governing body with regular updates on our progress and will work closely with the Birmingham delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy

### **Current position at King Edward Northfield School for Girls**

Students are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

#### **Year 7**

- Small group workshops and sessions are delivered to targeted groups.
- All Year 7 pupils attend visualising self-workshop to reflect and record who they expect to be in the future.
- In PSHRE lessons, pupils take part in the Next Generation Awards, giving them a chance in groups to plan and run their own projects
- They also have lessons on how to identify their skills and qualities and apply them to transferable skills for the workplace
- All Year 7 groups have access to information about STEM careers which are embedded in schemes of work.
- All Year 7 pupils attend at least one provider access assembly

#### **Year 8**

- A Personal, Social, Health and Religious Education (PSHRE) unit on employment and careers explores types of work and careers in more detail, focusing on skills and stereotypes in the workplace.
- A PSHRE unit on Careers develops students' group-work and management skills, as well as financial awareness.
- All Year 8 pupils attend Barclays Life Skills workshop focussing on employability skills
- All Year 8 groups have access to information about STEM careers which are embedded in schemes of work.
- All Year 8 pupils attend at least one provider access assembly

## Year 9

- A PSHRE unit on Careers develops students' knowledge about their options now and in the future to enable them to make informed choices in their GCSE options.
- As part of the Year 9 Options process, students are able receive individual guidance from their Form Tutors and Subject Teachers as well as the school's independent careers advisor at the Year 9 Options Evening. They attend assemblies informing them of the range of options available.
- All Year 9 pupils can attend academic subject specific talks
- All Year 9 pupils visit a university or college, as part of the whole school trips
- All Year 9 pupils take part in a Careers Fair, to introduce them to a range of post school providers as well as attending assemblies and talks delivered by a range of representatives from the world of work and universities.
- All Year 9 pupils attend at least one provider access assembly

## Year 10

- A PSHRE unit on the world of work covers Curriculum Vitae (CV) writing, skills in the workplace and Health and safety in the workplace (related to work experience).
- All Year 10 pupils take part in a week's work experience in Summer term. Preparatory and follow-up work is completed in tutor groups.
- All Year 10 pupils take part in a Careers Fair, to introduce them to a range of post school providers as well as attending assemblies and talks delivered by a range of representatives from the world of work and universities.
- All students receive a one-to-one interview in Year 10 with the school's dedicated, full time careers advisor where they explore their options and begin to put together an action plan to support their plans.
- All Year 10 pupils attend at least one provider access assembly

## Year 11

- All Year 11 pupils take part in a mock interview with a local employer, they learn how to sell themselves and how to produce a competitive CV.
- All Year 11 pupils receive a one-to-one interview with the school's independent careers advisor where they explore their options and amend their action plan where appropriate to support their plans. Some students also receive help and support in putting together their application.
- Pupils attend careers events, assemblies and talks from our range of business links universities and other post 16 education providers to ensure that they understand the range of options and pathways available to them.
- All Year 11 pupils attend the Careers Fair, to introduce them to a range of post school providers as well as attending assemblies and talks delivered by a range of representatives from the world of work and universities.
- All pupils receive a one-to-one interview in Year 11 with the school's dedicated, full time careers advisor where they continue to explore their options and receive support in applying for post school options.

### **On-going general guidance**

- The school has a dedicated full-time careers adviser who sees students in school each week by appointment as well during lunch time and after school drop-in sessions.
- Each department works closely with students to advise and guide them on specific career pathways and progression routes relating to their subject area. Each department are also involved in the options process in Year 9.
- We offer a more in-depth advisory service to our more vulnerable students; special, educational needs and disabilities, looked after children and students at alternative provision placements.

### **Teaching staff contribute to the delivery of careers guidance through:**

Discussions about the following:

- The use of their subjects in different careers
- General Employability skills
- Their own career journeys
- Employer visits during classroom lessons.

### **Local Employers contribute to the delivery of careers guidance through:**

- Work experience placements
- Assemblies
- Careers fair
- Mock Interviews
- Industry Visits
- Workshops
- Drop down Career days

### **Parents contribute to the delivery of careers guidance through:**

- Support to arrange work experience
- Sharing of career related information

### **Our Objectives for 2023 to 2026**

#### **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.
- To enable students to understand the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.

- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leadership teams within schools and is approved by the local governing body.
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Tracker tools.

## **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with the Birmingham Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work ad apprenticeships and how these meet the local and national priorities.

## **3. Addressing the Needs of the Pupil**

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- Ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the students own aspirations, abilities and needs.

## **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To ensure that careers related activity are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PSHRE lessons.

## **5. Encounters with Employers and Employees**

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- Increase the number of activities which are conducted within school with the support of local employers.
- To ensure that students can improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- Develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- Create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage students and parents to attend careers events such as the Birmingham Skills Show held annually in March and the Birmingham Apprenticeship show held annually in October.

## **6. Experiences of the Workplace**

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11
- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Birmingham.
- To strengthen our links with local employers and to facilitate careers related activity within school

## **7. Encounters with Further and Higher Education**

- Ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- Ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Birmingham Apprenticeships activity offer.

- Ensure all / overwhelming majority of students have experienced meaningful encounters with universities.

## **8. Personal Guidance**

- Ensure all students have had at least one career meeting with a professional and impartial careers adviser by the end of year 11

### **Promotion of Careers related activities**

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the Birmingham Careers and Enterprise Company to be used to promote best practice across ALL career's hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company and demonstrate that the activity taking place within our school meets the requirements set out within the Department of Education's Careers strategy.

### **Action Plan 2023 to 2026**

- Create a whole school Careers Strategy to be published on the school website and has gained approval from the school's senior leadership team and the local governing body by the end of September 2024.
- Raise awareness of the Careers Strategy with key staff within the school to enable them to contribute towards the need to link careers to the curriculum within school. July 2024 & 25
- Inform parents of the creation of the school's new careers strategy and inform them of its location on the school's website.
- Complete the Compass Evaluation Tool and the Tracker tool on a regular basis as per the terms of our agreement in joining the Birmingham Careers Hub.
- Careers aim to help students to feel confident & informed about their career choices and the world of work
- Students understand recruitment and application processes
- Students understand and have opportunities to develop 8 core skills most valued by employers which include, speaking, listening, problem solving, creativity, leadership, adapting, teamwork and planning
- Students have an awareness of post 16 options
- Careers aim to raise aspirations and motivation, actively promoting the school vision: "background should never be a barrier to success"

<b>Timetable of planned careers related activity 2023 - 2026</b>					
<b>Autumn, Spring Term, Summer Term (Exam season)</b>					
<b>Year Group</b>	<b>Activity Description</b>	<b>On site?</b>	<b>Date</b>	<b>Gatsby</b>	

11	Curriculum related careers information embedded in SOW / lessons	Y	Ongoing throughout the year	1, 4	
11	1:1 career guidance meeting with careers advisor – All students have at least one interview with a career's adviser (provide ongoing support with college, 6 <sup>th</sup> form & apprenticeship applications)	Y	Sept - Feb	2,3,8	
11	Post school options 16+ assemblies with Cadbury College and Halesowen College. Cadbury College – where am I going? Education Routes and how to apply. Provider Access Legislation	Y	October	7	
11	Post school options assembly with National Apprenticeship Service (NAS) or Apprenticeships Support & Knowledge (ASK) Provider Access Legislation	Y	October-December	5	
11	Post school options 18+ assembly with Midlands based university Provider Access Legislation	Y	October-December	7	
11	Career Fair	Y	October	2,5,7	
11	Mock Interview Day (students apply for a job)	Y	October	5	
11	National Apprenticeship Service workshop – how to apply for apprenticeships	Y	Jan	3,8	
11	PSHE lessons – career lessons (Job application, CV writing, job interview)	Y	Sept-October	2,4	
11	Post 16 Options Evening	Y	October	2,3	
11	One off career event, & talks will be arranged throughout the year in addition to activities shown above.	Y	Ongoing throughout the year	2,5	

Timetable of planned careers related activity 2022 - 2026					
Autumn, Spring, Summer Term					
Year Group	Activity Description	On site?	Date	Covering Benchmark	
10	Curriculum related careers information embedded in SOW / lessons	Y	Ongoing throughout the year	1,4	
10	Career Fair	Y	October	2,5,7	
10	1:1 career guidance meeting with careers advisor – All students have at	Y	Feb / May	2,3,8	

	least one interview with a career's adviser				
10	Post School options assembly – Apprenticeships with local employer Provider Access Legislation	Y	Jan - March	5	
10	Post school options 16+ assembly with Cadbury College (A level, T level, BTEC, Apprenticeship)	Y	March - April	7	
10	PSHE lessons – career lessons	Y	March – April	2,4	
10	Parents Evening	Y	Feb	2,3	
10	Work Experience Week	N	July	5	
10	One off career event, school trips & talks will be arranged throughout the year in addition to activities shown above.	Y	Ongoing throughout the year	2,5	
10	Complete Future Skills Questionnaire	Y	June	1,3	

<b>Timetable of planned careers related activity 2022 - 2026</b>					
<b>Autumn Term, Spring Term, Summer Term</b>					
<b>Year Group</b>	<b>Activity Description</b>	<b>On site?</b>	<b>Date</b>	<b>Gatsby</b>	
9	Curriculum related careers information embedded in SOW / lessons	Y	Ongoing throughout the year	1,4	
9	Career Fair	Y	October	2,5,7	
9	PSHE embedded career lessons	Y	Jan - March	2,4	
9	GCSE Options evening	Y	February	3,8	
9	University Taster Day	N	July	7	
9	1:1 career guidance meeting with careers advisor	Y	February - March	2,3,8	
9	Post School options assembly – Apprenticeships with local employer Provider Access Legislation	Y	Jan - March	5	
9	One off career event, school trips & talks will be arranged throughout the year in addition to activities shown above.	Y	Ongoing throughout the year	2,5	
9	Career focus activity in form time once a month	Y	Ongoing throughout the year	2,4	

9	Speakers for Schools online monthly talks to represent different sectors – selected students	Y	Ongoing throughout the year	2,5	

<b>Timetable of planned careers related activity 2022 - 2026</b>					
<b>Autumn Term, Spring Term, Summer Term</b>					
<b>Year Group</b>	<b>Activity Description</b>	<b>On site?</b>	<b>Date</b>	<b>Gatsby</b>	
8	Curriculum related careers information embedded in SOW / lessons	Y	Ongoing throughout the year	1,4	
8	PSHE embedded careers lessons	Y	June - July	2,4	
8	Assembly with local college and apprenticeship employer to highlight post school options	Y	Jan - March	5	
8	Life Skills Programme with Barclays (Self-confidence, leadership, exploring personal strengths, setting goals) All students	Y	April - July	2,5	
8	One off career event, school trips & talks will be arranged throughout the year in addition to activities shown above.	Y	Ongoing throughout the year	2,5	

8	STEM focussed workshops for all students	Y	TBC by host	2,5	
8	Speakers for Schools online monthly talks to represent different sectors – selected students	Y	Ongoing throughout the year	2,5	
8	Career focus activity in form time once a month	Y	Ongoing throughout the year	2,4	

Year Group	Timetable of planned careers related activity 2022 - 2026				
	Autumn Term, Spring Term, Summer Term				
	Activity Description	On site?	Date	Gatsby	
7	Curriculum related careers information embedded in SOW / lessons	Y	Ongoing throughout the year	1,4	
7	PSHE lessons – embedded career lessons	Y	June - July	2,4	
7	Assembly with local college and apprenticeship employer to highlight post school options	Y	Jan - March	5	
7	Personal Branding exercise with HSBC	Y	November	2,4	
7	One off career event, school trips & talks will be arranged throughout the year in addition to activities shown above.	Y	November	2,5	
7	STEM focussed workshops for all students	Y	TBC by host	5	

7	Speakers for Schools online monthly talks to represent different sectors – selected students	Y	Ongoing throughout the year	5	
7	Career focus activity in form time once a month	Y	Ongoing throughout the year	2,3,	
7	Complete Future Skills Questionnaire	Y	July	1,3	

### Useful links / Resources

The Careers Enterprise Company <https://www.careersandenterprise.co.uk/>

Gatsby Foundation <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Post 16 Skills Plan <https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education>

Government Careers Strategy December 2017 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

National Careers Service <https://nationalcareersservice.direct.gov.uk/>

Aim Higher West Mids <https://aimhigherwm.ac.uk/>

Birmingham Careers Hub <https://bep.education/birmingham-careers-hub/>