



# Lord Grey Academy

Aspire, Learn, Achieve



TOVE LEARNING TRUST

## CAREERS ACTIVITIES - Careers Leader: David Smith T: 01908 626161 Email: [david.smith@lordgrey.org.uk](mailto:david.smith@lordgrey.org.uk)

Activity	Year Group(s)	Links to Gatsby Benchmark	Time of Year
<b>Careers Fair/Further Study Fair.</b> Last year held a further study fair and then planned to offer careers breakfasts but did not get a good take-up for these. Going forward would probably go back to a full Careers Fair next year.	All but primarily Year 11-13.	1. A stable careers programme. 2. Learning from career and labour market information. 5. Encounters with employers and employees. 7. Encounters with further and higher education.	Variable – but ideally needs to be between October-February to support next step.
<b>Employer Talks.</b> Invite employers in throughout the year to focus on a variety of different careers	All.	1. A stable careers programme. 5. Encounters with employers and employees.	Variable.
<b>Mentoring.</b> In previous years we have used the services of Mosaic mentoring. Usually for Year 10s who need support and could be at risk of becoming NEET(Not in Education, Employment or Training). Ideally need to get booked in prior to the summer holidays. This year we used reactive8 who offered mentoring to Year 9 students.	Year 10 usually.	3. Addressing the needs of each student.	Usually spring/summer term (every two weeks).
<b>Identification of students at risk of NEET.</b> Meeting with Sally just before the summer holidays or at start of new term to identify at risk of NEET students. Set up initial appointments before October half term and regularly review on spreadsheet and plan activities as needed.	Year 11.	3. Addressing the needs of each student. 8. Personal guidance.	September – May.
<b>Organise destinations mark sheet with Data Team and chase via tutors.</b> To help identify students that may need more support with their plans for Post-16. Arrange follow-up appointments and/or liaise with tutors for more detail as needed.	Year 11.	1. A stable careers programme. 3. Addressing the needs of each student.	January.
<b>Career Tutorials.</b> Organise at least four tutorial sessions for Year 11s, first one focusing on their options (usually at the end of Year 10 or very beginning of Year 11), second on full-time study options, third on apprenticeships and work-based options, fourth on Curriculum Vitae (CVs), interviews and employment law.	Year 11.	1. A stable careers programme. 3. Addressing the needs of each student. 8. Personal guidance.	First - July/September. Second - October. Third - January. Fourth - April.
<b>Collect intended destinations data.</b> Get all Year 11, Year 12 and Year 13s to fill in an intended destinations form and add information to spreadsheet. Follow up any issues such as students without a plan and/or need appointments arranging. Then send intended destinations information to Local Authority via egress (secure email).	Year 11, Year 12 and Year 13.	1. A stable careers programme. 2. Addressing the needs of each student.	March - May.

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<b>Passport to Success.</b> Talk at the Passport to Success evening to explain careers input to parents.	Year 11.	1. A stable careers programme.	September – October.
<b>Career Workout.</b> Initial planning and then organising of groups, catering and site teams to accommodate career workout sessions.	Last year - Year 7, Year 8, Year 10 and Year 11, but dependent on funding.	1. A stable careers programme. 2. Learning from career and labour market information. 5. Encounters with employers and employees.	Planning - July. This year - Year 11 – October. Year 8 – March. Year 10 - April/May. Year 7 - July.
<b>Careers Days.</b> Planned off-timetable careers days which focus on specific elements of the CDI (Career Development Institute) Framework for careers and the Gatsby benchmarks. Wherever possible should involve getting employers in/or visits out to employers, as well as input from Higher Education/Further Education providers.	Year 8, Year 9 and Year 10.	1. A stable careers programme. 2. Learning from career and labour market information. 4. Linking curriculum learning to careers. 5. Encounters with employers and employees. 7. Encounters with further and higher education.	This year: Year 9 - November Year 10 - March (to tie in with apprenticeship show). Year 8 - April
<b>Attendance at Parents' Evenings.</b> To offer support and signposting to parents about careers and next steps.	Years 8 (Options Evening), Year 10, Year 11 and Sixth Form.	1. A stable careers programme. 2. Learning from career and labour market information. 3. Addressing the needs of each student. 4. Linking curriculum learning to careers. 8. Personal guidance.	When Parents' Evenings occur.
<b>Articles for newsletter.</b> To ensure parents are kept informed about careers activities and relevant information to help them to help their children.	All years.	2. Learning from career and labour market information.	Bi-weekly.
<b>Signposting to opportunities.</b> Ensuring that students are signposted to relevant and useful opportunities as they arise.	All years.	2. Learning from career and labour market information. 5. Encounters with employers and employees. 7. Encounters with further and higher education.	Weekly.
<b>Meetings.</b> Take part in Higher Education Steering Group and Local Careers Network meetings to ensure we are aware of opportunities and share best practice.	All years.	2. Learning from career and labour market information.	About one every half-term.
<b>Work with careers enterprise company.</b> To facilitate the involvement of employers in schools.	All years.	5. Encounters with employers and employees.	Meetings about once a term.

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<b>National Careers Service (NCS).</b> Arrange assemblies and drop-ins to promote NCS within school.	Year 11 and Year 12.	<ul style="list-style-type: none"> <li>3. Addressing the needs of each student.</li> <li>4. Linking curriculum learning to careers.</li> <li>5. Encounters with employers and employees.</li> <li>6. Experience of workplaces.</li> <li>7. Encounters with further and higher education.</li> </ul>	January onwards.
<b>Good News Briefing.</b> Prepare and give good news briefing to staff.	All years.		Termly.
<b>Study Higher.</b> Work with Study Higher to organise opportunities including trips to universities for targeted students.	Years 9 upwards.	<ul style="list-style-type: none"> <li>3. Addressing the needs of each student.</li> <li>7. Encounters with further and higher education.</li> <li>8. Personal guidance.</li> </ul>	Throughout the year. Year 9 and Year 10 trips tend to be best organised for June/July.
<b>1:1 meetings with students.</b> Careers guidance appointments with students.	All years but particularly Year 11 and Sixth Form and students with Education Health Care Plans (EHCP) and LAC (Looked After Children) in all other years.	<ul style="list-style-type: none"> <li>2. Learning from career and labour market information.</li> <li>3. Addressing the needs of each student.</li> <li>8. Personal guidance.</li> </ul>	Ongoing throughout the year.
<b>Development work.</b> Need to ensure full compliance with Gatsby benchmarks by 2020. Still some way to go. Provide updates advice to Senior Leadership Team (SLT)/(Careers Leader) to identify areas where we need to develop further.	All years.		Ongoing.
<b>Moodle.</b> Keep Moodle updated and ensure site licences are up-to-date for JED (Job Explorer Database) and Higher Ideas.	All years.	<ul style="list-style-type: none"> <li>1. A stable careers programme.</li> <li>2. Learning from career and labour market information.</li> </ul>	JED and Higher Ideas run out in February each year.
<b>Working with Youth Advice and Guidance (YAG) re: early leavers.</b> Ensure YAG team are updated about any Sixth form students that leave early so that support can be offered.	Year 12 and Year 13.	<ul style="list-style-type: none"> <li>3. Addressing the needs of each student.</li> </ul>	Ongoing.
<b>Year 12 Level 2 Work Experience.</b> Arrange and facilitate work experience for Year 12s on the Business Administration course.	Year 12 students on the Business Administration Level 2 course.	<ul style="list-style-type: none"> <li>6. Experience of workplaces.</li> </ul>	Spring term.