



BELONG, *believe*, ACHIEVE
PERTHYN, CREDU, LLWYDDO

The Willows Way

Careers Policy

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Rationale

This policy was developed by the Head of Careers and Aspiration at Willows High School. The school recognises that careers education and guidance play a crucial role in helping young people engage in school, by putting subjects into a real-world context. A rich careers programme can raise pupil aspirations and provide informed guidance regarding future options and opportunities. This policy promotes equality of opportunity, embraces diversity and promotes the challenging of stereotypes.

Aims

All pupils at Willows High School are entitled to receive good quality Careers Education Guidance and Work-Related Experiences. Careers and the World of Work has an important place within the education that we provide for our pupils to enable them to make an effective transition from school to adulthood and employment. At Willows High School, we aim to:

- Provide a range of opportunities for pupils, in all year groups, to enhance the curriculum,
- Develop pupil awareness of the world of work, broadening their knowledge of a variety of careers and occupations,
- Develop the essential skills for employability and demonstrate the relevance of the skills learnt in school to any future career opportunities,
- Broaden the horizons of all our pupils and empower them to make informed, realistic decisions,
- Raise pupil aspirations and increase motivation by helping them to identify their educational and occupational goals,
- Challenge stereotypes by offering a range of activities to pupils from all demographics,
- Promote current and relevant careers to our pupil's using knowledge of; the local employment networks and local job market information, upcoming opportunities in Wales and global trends and areas of growth,
- Provide pupils with the opportunity to encounter and talk to employers from a wide range of work-places, both from within the local community and further afield,
- Provide local colleges, including technical colleges, sixth forms, work-based learning centres and employers alike, the opportunity to meet with students through assembly time, bespoke activities and careers fairs.

The school works in partnership with Careers Wales. A Careers Wales Advisor is based in school for four days a week and provides specialist support and advice to pupils. Willows High School has a close working relationship with the Business Engagement Adviser for Careers Wales.

CWRE Provision and Implementation

Willows High School provides a wide range of activities that prepare pupils for adult and working life including:

- A planned series of activities throughout the year for each cohort. These activities include careers carousels, mock interviews, employer visits, employer led projects, site visits and career talks,

- Developing strong links with external providers including local colleges, a series of employers and local businesses. Willows currently has 10 Valued Partners from local industry.

The list of Valued partners to date is as follows:

1. Wales Millennium Centre
 2. BBC
 3. St David's Hotel & Spa
 4. Screen Alliance Wales
 5. Ministry of Justice/Civil Service
 6. Stowe Family Law
 7. John Lewis Retail
 8. Arup
 9. Taylor Wimpey Construction
 10. Cardiff Community Housing Association
- A programme of bespoke lessons on careers in the AGORED Course. These lessons include opportunities for pupils to understand how to write an application form, prepare for an interview, write a CV, etc,
 - Careers Education and Guidance for all Year 11 pupils through interviews with the Careers Wales Advisor,
 - Enterprise education, through subjects such as Welsh Baccalaureate and the Year 8 Genius Hour course, which helps pupils to develop their entrepreneurial skills, financial literacy and business understanding,
 - Opportunities in all subject lessons for pupils to develop the knowledge and understanding of how their subject relates to the working world,
 - Focus in all subject lessons on developing pupils' competency in literacy, numeracy and wider skills, while promoting bilingual communication,
 - Widening horizons, challenging stereotypes and raising aspirations.
 - Promotion of the careers activities through the school newsletter, parents evenings and social media

Staffing / Management of Careers Education and Work Related

Willows High School employs a Head of Careers and Aspirations who co-ordinates, plans, monitors and evaluates the provision of all CWRE at the school. The Head of Careers and Aspirations is line managed by an Assistant Headteacher to ensure that all students receive high quality CWRE throughout their time at school.

The school also guarantees impartial and independent advice via a Careers Wales Advisor, who attends school four days per week. Appointments can be made through the Head of Careers and Aspirations.

All staff are expected to contribute to the CWRE programme. Subject teachers promote relevant careers to their subject area and attend careers sessions with their classes to upskill themselves in this area. Careers information is available for the pupils on the Careers Wales website. Pupils can also access careers information via school emails, cohort assemblies and bespoke careers talks.

Roles that facilitate effective development of CWRE (Careers & Work-Related Experiences) in Willows High.

Simon Thomas - Assistant Headteacher

- Line manager of Leader of Genius Hour & Aspiration

Andy Roberts - Leader of Genius Hour & Aspiration

- To act as a main point of contact to support students with their next steps
- To act as main point of contact with numerous agencies including Careers Wales, and Cardiff youth service.
- Co-ordinator of all the career-based activities within Willows High
- Overseeing the delivery of careers activities for the whole school.
- Engaging with students to identify areas of interest for future pathways and to support with destination collection.

Gael Gallen - Guidance Advisor, Careers Wales

- Supporting students with their next steps - focusing on at risk students' year 11

Adrian Cole – Employer Engagement Officer, Careers Wales

- Liaison with the school and the employers that engage in the various activities

All teaching staff

- To support students with basic careers guidance through the use of their curriculum booklets

Monitoring, Evaluation and Review

CWRE provision and delivery are reviewed termly through the Partnership Agreement meeting with Careers Wales. A review is also conducted every fortnight between the Head of Careers and Aspirations and the SLT link. All aspects of CWRE provision are monitored and evaluated on an ongoing basis. Employers provide feedback for CWRE activities and pupils are asked to complete an evaluation of any activities they attend.

Careers work is frequently promoted by staff. Staff feel empowered to suggest improvements or to propose sessions as part of the review process. Staff are given CPD training on a variety of topics. They are shown, for example, the tools on the Careers Wales website and are kept up to date with the careers activities via email.

The careers policy is reviewed every 3 years

Related Policies:

Child Protection / Safeguarding Policy

Curriculum Overview