

Nottingham Free School Careers Policy



Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Policy Statement

Nottingham Free School is committed to providing a planned programme of Careers, Employability and Enterprise for all students in years 7-13. We will also follow the Gatsby Benchmarks for KS3, KS4 and Post 16 as well as other relevant guidance from the DfE, QCA and Ofsted, People's Information, Advice and Guidance. Nottingham Free School is committed to meeting and exceeding our legal responsibility for securing access to independent and impartial guidance for all pupils in years 7 – 13. Young people will have the opportunity to develop their knowledge and skills so they make the right choice and effective transition to their preferred pathway.

At Nottingham Free School we believe that all young people and parents will need advice, guidance and support in working towards and planning for the future after leaving the academy. Parental involvement is as an integral part of careers, employability and enterprise education. Nottingham Free School is committed to keeping parents involved in their child's career skills development through parents' meetings, reports, access to their child's careers library and other appropriate means. Through our work with both students and parents, Nottingham Free School will always provide a relevant and personalised Careers, Employability and Enterprise programme for students at the appropriate stage in their learning.

Pupil entitlement

All pupils in years 7-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Gatsby Benchmarks

To secure the best chances our young people have in gaining employment and at the same time addressing the skill needs of employers in our area, Nottingham Free School is committed to ensuring all Gatsby Benchmarks are met. These benchmarks provide the methodology by which we can significantly improve the employability and life skills of our young people regardless of their academic ability or which career pathway they choose to take. The table below shows each benchmark and the current related provision.

| Benchmarks | Current Action |
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| 1. A stable careers programme. 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. | <ul style="list-style-type: none">• Half-termly active tutoring sessions and homework for year 7, 8, 9, 11, 12, 13 – Careers Curriculum below. (7-11 – Mrs Barrett, Y12,13 – Mr Cleveley)• Employer interactions for all year groups throughout the year• Careers activity day 10 - develop employability skills, provide employer interactions through careers talks, employer mock interviews – July 24.• Interaction with Nottingham University – assembly on Higher education for year 8, workshop on choosing options for year 9, year 10 visit to Nottingham University |

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| <p>2. Learning from career and labour market information. 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> | <ul style="list-style-type: none"> • Job of the week shared each Monday tutor time with all students – (including LMI) • Planned careers sessions during tutoring time on LMI for all year groups • Talks by outside providers on apprenticeships and vocational courses. • Interaction with Nottingham University – assembly on Higher education for year 8, workshop on choosing options for year 9 –, year 10 visit to Nottingham University • September 2023 – Careers talks for year 11s • Students in year 11 encouraged to attend a variety of Open Evenings via tutor notices • Parent Careers evening with Nottingham College, Confetti and ASK apprenticeships in attendance |
| <p>3. Addressing the needs of each student. Students have different career guidance needs at 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> | <ul style="list-style-type: none"> • NEETs potentials mentored to ensure a good outcome at the end of year 11 – help with applications and research. • All year 9s have a one-to-one interview with their tutor prior to finalising options choices. • Visitors from a range of social and ethnic backgrounds invited into speak with students. • SEN and PP students targeted for support in choosing options, finding work experience and selecting appropriate post-16 options. • Year 11 have compulsory careers interview with level 6 adviser, year 12 and 13 are offered |
| <p>4. Linking curriculum learning to careers. All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p> | <p>All subject areas have identified how careers links will be embedded into their curriculum – the planned list of activities is available in the scheme of work.</p> <p>The school accesses various STEM careers events throughout the year, including visiting speakers, workshops and external visits.</p> |
| <p>5. Encounters with employers and employees. 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> | <ul style="list-style-type: none"> • Some curriculum areas invite external providers as part of planned lessons to ensure each pupil has a minimum of one employer interaction within the curriculum. • Also planned for each year group: <ul style="list-style-type: none"> • year 7 – quantity surveyor in maths; • year 8 – Big Bang fair for 50 students; • Year 9 – NHS careers presentation to all (November), Ada Lovelace days for 15 girls; • Year 10 – have to attend 2-3 careers talks in school in July, mock interviews with employers, 15 students attend GF Tomlinson • Year 11 – speakers from local colleges invited in, careers talks • Year 12 and 13 – a variety of speakers invited in throughout the year |
| <p>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> | <p>All students participate in year 10 and year 12 work experience.</p> |
| <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> | <ul style="list-style-type: none"> • Widening participation scheme with Nottingham and Nottingham Trent Universities for chosen students in year 7 - 11 • Nottingham University talks with year 8, 9, 10, 11 • External providers talk about vocational courses and apprenticeships. • Local college open days – promoted to students • All students in year 10 visit a university in the summer term • Cambridge visit for the most able (tbc) |
| <p>8. Personal guidance. 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> | <ul style="list-style-type: none"> • Careers guidance at key points – choosing options in year 9 - 1:1 conversation with tutors; all year 9 have a careers meeting with a level 6 trained adviser. Guidance is offered to year 12 and 13 students and taken up according to need. • Subscription to Unifrog enables each student to record intentions and access a wide variety of personalised options. Unifrog is used extensively by years 12 and 13 but all students have access to it. |

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs P Barrett Careers Coordinator,
Telephone: 0115 8964949 Email: contact@nottinghamfreeschool.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. We would welcome offers from a wide range of employment sectors as well as training providers of academic and non-academic courses.

Career Curriculum

Our careers scheme of work includes a yearly focus on careers and the following table shows the themes covered and activities provided. In addition, individual departments highlight relevant careers as part of their ongoing curriculum.

| Year | Theme | Aims (lessons/in tutor time) | Additional |
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| 7 | The world is my oyster | Have knowledge of a range pathways + careers Identify my skills and strengths Identify my dreams Recognise and evaluate stereotypes of working life Understand employability (transferable) skills – such as being organised, resilient etc Understand apprenticeships and higher education | Job of the week (in tutor) Aspire Group (Nott Uni) (some students) Lesson with a Quantity Surveyor |
| 8 | My goals, my future | Have knowledge of a range of careers/ pathways Understand how to access LMI Recognise importance of STEM careers Recognise +evaluate careers stereotypes Recognise different ways of working Understand the importance of researching careers Understand the relationship between social media and work Understand higher education and apprenticeships | Job of the week (in tutor) Aspire Group (Nott Uni) (some students) Nottingham University Assembly -Higher Education Big Bang Fair (tbc) |
| 9 | Exploring pathways | Understand yourself Recognise unconscious bias of self and others in relation to careers choice Know how to research jobs and Labour Market Information Understand post-16 options – pros + cons of vocational and academic pathways Write a CV Making GCSE options choices | Job of the week (in tutor) Aspire Group (Nott Uni) (some students) One to one check-in with tutor or senior leader to discuss options for GCSE Workshop by Nottingham University on careers and degrees NFS careers presentation (November) Ada Lovelace Day – off-site STEM visit (15 girls) |
| 10 | Stand out from the crowd | Develop employability skills (CV writing, interviews) Apply for and find a work experience placement Prepare for and complete work experience Be aware of your responsibilities and rights as a student, trainee or employee for staying healthy and following safe working practices Understand how our social media presence can affect our employability Evaluate post-16 options | Job of the week (in tutor) All visit Nottingham University Aspire Group (Nott Uni) (some students) Work experience Employer mock interviews Finance workshop ASK apprenticeship workshop Post-16 options workshop (delivered by external careers adviser) |

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| 11 | Life after GCSEs | Understand how to apply for college / post – 16 – write application forms Explore post-16 options using Unifrog and college websites Know how to analyse the labour market Consider degree courses requirement to ensure post-16 options are relevant | Job of the week (in tutor) Local colleges invited into school Careers afternoon – listen to a range of speakers Parents careers information evening Aspire Group (Nott Uni) Personal Guidance interview with level 6 adviser Work placements and additional support arranged for vulnerable students |
| 12 | Looking to life after A levels | Have knowledge of different pathways – employment, apprenticeship, university Have the skills to make informed decisions about the future (LMI) (Visiting speaker + Monday job of the week) Know how to apply for university Understand personal finance Understand data protection, Rights and responsibilities at work, A good CV (Visiting speaker) Linked in – (visiting speaker) | Job of the week (in tutor) Mock interviews with employers (end of year 12) Work experience (July 2024) Range of visiting speakers Personalised opportunities placed in Unifrog "locker" Careers interview with level 6 adviser offered |
| 13 | | | Careers interview with level 6 adviser - offered Input on advanced and intermediate apprenticeships Detailed guidance on university application process Personalised opportunities placed in Unifrog "locker" Mock interviews with head teacher (tbc) UK Universities and Apprenticeships Fair (in person at Nottingham University – June 2024) |

Enrichment Programme 2023-2024

Extra-curricular provision at Nottingham Free School develops highly desired employability skills and depth of character as well as supporting our students' well-being and mental health. At KS3, year 7 and 8 students must choose a minimum of two extra-curricular activities and year 9 students choose at least one. Opportunities are also offered to all KS4.

We offer a broad programme free of charge which provides a variety of creative, sporting, music, social and academic opportunities throughout the school year. We also participate in the Duke of Edinburgh Award.

Reviewed by: P Barrett / J Tomasevic

Date of latest review: September 2023

Date of next review : September 2024