

The Federation of Heathfield and St Francis Schools



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Executive Headteacher
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STATUTORY POLICY

The Federation of Heathfield and St Francis Schools

Careers Policy for St Francis School

Policy by: Rachel Weldon, Executive Headteacher

Date: September 2020

Signed: 
Chair of Governors: Chris Mouat

To be reviewed: Annually

CAREERS POLICY

Introduction

St Francis School provides a relevant and engaging careers curriculum, which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, interests, strengths and skills.

Intent

Our pupils have severe, complex and profound learning needs and we believe they are entitled to gain an awareness of the world of work. All pupils access careers guidance at their level of understanding but considerable support may be required for pupils to access this information and to assimilate it. Pupils are given the opportunity to discuss experiences to help consolidate existing knowledge and to establish concepts both new and previously learnt. The curriculum we offer is supported through the Gatsby Benchmark criteria, which has been adapted to be the needs of our pupils. The eight Gatsby Benchmarks are:

1. A stable careers 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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

A comprehensive SEND Gatsby Toolkit can be found here:

www.careersandenterprise.co.uk/sites/default/files/uploaded/1051_send_gatsby_toolkit_updated.pdf

For many young people approaching adulthood, much knowledge about the workplace and different jobs is often learnt through inferred information from contact with parents/carers, siblings, peers and the media. Therefore, through our curriculum we endeavour to give pupils a broad and balanced overview. The delivery of our Careers Education and Guidance promotes equality of opportunity and respect for diversity and inclusion.

Aims

- Prepare pupils for the transition to life after St Francis.
- Support pupils in making informed decisions which are appropriate for them.
- Provide pupils with well-rounded experiences.
- Develop personal characteristics such as social skills, communication, independence and resilience.
- Inspire and motivate pupils to develop themselves as individuals and to support them to live as independently as is possible.

Implementation

- All pupils will follow the careers education programme at their appropriate level.
- Careers education is largely delivered as part of the PSHE curriculum but is also integrated into other aspects of the curriculum, where appropriate.
- Pupils in the sixth form take part in a two-week Work Awareness fortnight, whereby they experience various places of work in the community supported by school staff as well as taking part in teacher led work activities at school. Members of the public from various places of work are also invited into school to allow a full timetable of experiences, especially for those pupils who may not be able to access those in the community. These include the emergency services and the Royal Navy.

Teaching methods can include:

- whole class work;
- group work and discussion;
- pair work;
- role play and drama;
- visits to appropriate work places;
- visiting speakers; and
- use of video and audio tape presentations.

Key Stage 3

- Pupils follow the ASDAN New Horizons Programme, which has specific Careers modules differentiated to meet the needs of each pupil.
- Enterprise projects for school fayres etc.

Key Stage 4

- Pupils follow the EQUALs Curriculum, which has specific Careers/ Work Experience

elements delivered at the appropriate level for the pupils.

- Meetings through the EHCP process to discuss appropriate Post 16 provision.
- Enterprise projects through the year.

Post 16- Jo Collett House

- Pupils take part in a range of enterprise projects across the school year.
- Access community opportunities to gain work experience e.g. Staunton Country Park
- Pupils take part in a two-week Work Awareness programme, appropriate to their level of need.
- Meetings through the EHCP process to discuss appropriate Post 19 provision.

Impact

- Pupils gain accreditation through the ASDAN programmes of study.
- Pupils have a portfolio of their work experience / Careers experiences.
- Pupils will have increased confidence, numeracy and social skills within different contexts.
- Pupils will feel supported when moving onto future provision.

The Middle Leaders (TLRs) will:

- ensure all pupils, where appropriate, receive Work Experience and Career Guidance in line with 2018 guidance;
- liaise with teachers to support delivery of the Careers curriculum;
- have responsibility of the budget and allocate finances and resources;
- liaise with the Work Awareness Co-ordinator;
- ensure that adequate records of progress are kept;
- organise independent careers advice and guidance, if appropriate; and
- manage careers resources.

Health and Safety

The Health and Safety Policy will be adhered to at all times. Any pupils who are accessing work experience opportunities offsite will have a suitable risk assessment written. Please refer to the school's Educational Visits Policy.

Equality of Opportunity

Opportunity for achievement will be created for each pupil, regardless of age, culture, ability, gender or sexuality.