

Careers Policy

Responsible person: Sharlee Kelly and Steve Proctor

Last review date: September 2021

New review date: September 2022

In all Burlington House Senior School policies, the words “Burlington School or school” refer to The Burlington Senior School at Bishop’s Avenue and The Burlington School Sixth Form at Beavor Lane.

STANDARD 1.

THE QUALITY OF EDUCATION PROVIDED (CURRICULUM)

Aims of the policy:

At The Burlington School and The Burlington Sixth Form, we aim to prepare our pupils for the opportunities, responsibilities and experiences of life. Careers education and guidance is an essential part of this process, and so we ensure that all our learners have access to a programme of careers education through Tutorial lessons, scheduled work experience as well as a combination of internal and independent careers advice. The Sixth Form has a named post-16 advisor, Steve Proctor, who leads on Vocational Progression, a named work experience coordinator Ronan Sloan and Academic Post-15 advisor (including UCAS) Cassandra O’Reilly. The Burlington School has a Careers Lead, Sharlee Kelly.

Careers guidance will:

- be presented in an impartial way, with no bias or favouritism towards a particular educational route or work option
- encourage pupils to fulfil their potential
- support pupils in knowing their own strengths and weaknesses, interests relating to the world of work
- allow pupils to learn about different career opportunities
- as far as is reasonably possible, present guidance tailored to the individual
- aim to reach all pupils attending the Sixth Form
- aim to meet the Gatsby Benchmarks for careers education provision

Where possible, pupils attend careers or apprenticeship fairs and outside speakers are invited

to come in and talk to the pupils across key stages 3, 4 and 5 about their careers pathway and progression. Further, an LA careers representative for SEN is invited to attend annual reviews. The LA Keyworker will give recommendations as part of the review of/transition to an Education, Health and Care Plan (EHCP) which forms part of the Annual Review. We advise



parents to seek further advice from the LA representative, if required.

The Burlington Sixth Form seeks to create and maintain links to a series of Post-16 provision that we deem suitable for SpLD learners. Pupils and parents are invited to meet representatives of these provisions when they have open day events, or taster days.

Careers guidance

In the Sixth Form, the process of career guidance starts in January with a 1:1 meeting with an external careers advisor. The Sixth Form aims to invite independent speakers who will address KS5 pupils on topics related to future education and employment. In PSHE lessons at KS3, pupils are introduced to the e-clips web based software which has information on routes into work choices, education and wellbeing. In Year 9 parents and pupils are invited to GCSE Options Information evening. In Year 10, the school delivers a Transition Information evening for parents and pupils. The KS5 Tutorial curriculum delivers guidance on C.V writing, interview skills and letters of application to work experience and future placement. This is also supported by external bodies.

Sharlee Kelly is The Burlington School's career advisor. Utilising advice from SLT (particularly the Principal, Deputy Head Pastoral and SENCo), she will discuss with pupils ideas for the future and explore the range of options available after they have left The Burlington. They will devise a plan to assist pupils in achieving their end goals. Additional support is available from Form Teachers and the SENCO. In addition the school aims to provide access to independent careers guidance for all pupils through external bodies (which may vary).

The SENCo maintains a list of leavers' destinations, which is made available to parents on request. Pupils and parents are invited to attend organised visits to post-16 providers.

Work Experience

Work experience is an integral part of career planning and Year 12 Burlington Sixth Form pupils complete Work Experience alongside their studies. This experience links to Study Skills and Citizenship Education programmes and is designed to provide opportunities for real life experience.



WORK EXPERIENCE POLICY

Aims

The work experience policy will help pupils to:

- Gain greater understanding of the requirements of the world of work
- Identify their strengths and areas for development
- Recognise health and safety implications of the workplace
- Give valuable evidence for their CV
- Begin to consider adulthood and career routes

Principles

- The Sixth Form will have a named work experience coordinator, Steve Proctor and Ronan Sloan
- The workplace should be chosen in collaboration with the pupil based on general interests and where possible KS5 course
- The pupil should be prepared for work experience by the Sixth Form: be aware of health and safety at the workplace, pre-work experience visit to the company by the pupil (to be organised by the parents)
- There should be opportunities for the pupil to extend his/her experience through real working tasks and activities
- The pupil will have an opportunity to reflect on the experience and discuss it with it both with staff and peers
- There should be a criteria for assessing the success of the individual pupil experience and success of the programme
- Work experience should link to EHCP adulthood outcomes

Responsibilities

- Sixth Form has a duty of care for all pupils on work experience and there is a need to check the suitability of all placements in advance. Checking should cover; health and safety check, a risk assessment and general suitability as a meaningful placement. Placements should be appropriate to the pupils and have risk assessments completed. Written evidence of these checks should be maintained.
- Sixth Form to ensure work experience is appropriate
- Pupils should be briefed before and debriefed after the experience
- The Sixth Form undertakes their own health and safety checks by a competent person, by virtue of experience, training and qualification. Only approved placements should be used.
- Employers should have appropriate public liability and employers' liability insurance.
- Safety clothing and equipment must be provided.
- The Sixth Form should have monitoring placements through staff visits with particular emphasis on the higher risk placements.

- Pupilonworkexperienceshouldnotreceivepayment.