William Lovell C of E Academy

Lincolnshire Anglican Academy Trust

Careers Policy

Staff Lead Responsible for Policy and Review:	RSY
Policy first created:	May 2024
Current policy approved by:	IEB
Current policy reviewed by:	RSY
Date of review:	January 2025
Date of next review:	January 2026

Vision

At William Lovell Church of England Academy, we strive to create an inclusive atmosphere with a family-feel, where strength of character goes hand in hand with academic achievement.

Our Christian values of Generosity, Respect, Justice, Forgiveness and Truth serve to promote traditional values alongside modern-day morality. Every person is valued within our school and we empower and challenge all, constructively building one another up, so that every person within our community is able to become the best version of themselves and to have the widest possible life choices. Subsequently, we hope to inspire every member of the community to have a positive impact on the world around them and to trust that they have the power to make a difference.

"Therefore encourage one another and build one another up, just as you are doing." Thessalonians 5:11

"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches." Matthew 13:32

Aim:

The vision of the Lincoln Anglican Academy Trust is that schools within the Trust family will serve their communities through excellence, exploration and encouragement through the love of God.

Therefore, William Lovell C of E Academy is committed to the implementation of a careers policy with the following learning outcomes:

- Understand themselves and develop to their full potential, both academically and personally.
- To overcome barriers to progression and to move past stereotypes.
- To investigate and research careers and job opportunities and to develop a general understanding of the world of work.
- To understand the requirements and possibilities of further and higher education (including university) and to gain knowledge of technical qualifications, apprenticeships and vocational pathways, and to have access to representatives from these organisations.
- To recognise, develop and apply their skills for enterprise and employability.
- Have experience, either directly or indirectly, of working practices and environments.
- Have an opportunity for a personalised careers guidance interview with a professional accredited Level 6 Careers Adviser.
- Have opportunities to learn about STEM related careers (Science, Technology, Engineering and Maths)
- Have access to careers-based sessions in school delivered by a range of external partners to enable students to understand a range of opportunities available to them. These will be delivered through assemblies and other enrichment.
- Have access to the school's Careers Leader for additional support.

Introduction

William Lovell Church of England Academy careers policy sets out the school's arrangements for managing the access of providers to students, so that students are able to receive information regarding the provider's education or training offer. This complies with the school's legal obligations under section 42B of the Education Act 1997. We are committed to helping our students fulfil their potential so that they may experience success through an educational environment, which responds to individual needs, stimulating and challenging each student.

The careers education and guidance provision (CEG) is an essential part of the school curriculum, preparing students for the opportunities, challenges and responsibilities of adult and working life.

Enquiries regarding careers should be made to Mr R Symons via email on robert.symons@williamlovell.laat.co.uk. Alternatively, parents, students, and Post-16 providers (including Universities) may call the school on 01205 480352. Appointments to meet with the Careers Leader can be requested in school by all students. Parents are welcome to contact the school during the day to discuss any concerns.

Careers Programme

Provided below are summaries of the career education programme in school. Sessions are delivered by a mixture of teaching and careers staff, along with input from appropriate external experts.

In year 7, students should expect the following in their Careers Education and Guidance Programme.

- Year 7 students will receive a Careers Drop Down Lesson every half-term, in addition to their PSHE entitlement. These lessons will help students to understand the wide variety of job roles and opportunities available to them.
- Students will complete a 'Future Skills Questionnaire' to identify relevant areas for future support.
- Students will have access to the school's Careers Leader, Mr R Symons, throughout the year for additional help and support.
- Year 7 students will be invited to attend other relevant workshops to broaden their horizon in the world of work.

In year 8, students should expect the following in their Careers Education and Guidance Programme.

- Year 8 students will receive a Careers Drop Down Lesson every half-term, in addition to their PSHE entitlement. During these lessons, students will learn about their interests, attitudes and what motivates them. Students will learn about employability skills, and how to present themselves and communicate effectively.
- They will have access to the schools Careers Leader, Mr R Symons, throughout the year for additional support and help.
- Year 8 students will be invited to attend other relevant workshops to broaden their horizon in the world of work.

- Students may be offered a session with the External Careers Guidance service for further support.
- Students will learn about routes to further and higher education (including university).

In year 9, students should expect the following in their Careers Education and Guidance Programme.

- Students will receive a Careers Drop Down Lesson every half-term, in addition to their PSHE entitlement. During these lessons, students will learn how to write a CV. They will learn about career planning and they will perfect the way they present themselves. Year 9 Students will also learn about employability skills.
- Students will complete a 'Future Skills Questionnaire' to identify relevant areas for future support.
- Year 9 students will have access to the schools Careers Leader, Mr R Symons, throughout the year for additional support and help.
- Students will be offered a session with the External Careers Guidance service for further support. This will particularly focus on Key Stage 4 options.
- Students will learn about apprenticeships and will explore routes to higher education (including university), with outside organisations.
- Students will be able to attend Options Evening, as well as meet with local college(s) for further information on further and higher education (including university).

In year 10, students should expect the following in their Careers Education and Guidance Programme.

- Year 10 students will receive a Careers Drop Down lesson every term. During these lessons, they will learn about myth busting, further and higher education (including university). Students in Year 10 will learn about apprenticeships and will perfect their CV writing skills.
- Year 10 students will have access to a range of talks from local post-16 options providers.
- Students will attend a meeting with an independent careers' adviser.
- Students will have access to the Careers Leader, Mr R Symons, throughout the year for additional support.
- Year 10 students will be invited to Boston College for the "What are your next steps?" event to explore a subject area they may be interested in.
- Year 10 students will be invited to attend a CV writing workshop.
- Year 10 students will be offered mock interviews for further support.
- Year 10 students will be provided with work experience opportunities.

In year 11, students should expect the following in their Careers Education and Guidance Programme.

- Students will attend a Careers Drop Down lesson every term. During these lessons, they will perfect their CV writing skills and learn about writing a personal statement.
- Year 11 students will have access to a range of talks from local post-16 options providers.
- Students will attend a meeting with an independent careers' adviser.
- Students will have access to the Careers Leader, Mr R Symons, throughout the year for additional support.
- Year 11 will have assemblies with other schools informing them about 6th Form options.
- Year 11 students may be provided with work experience opportunities.
- Students will complete a 'Future Skills Questionnaire' to identify relevant areas for future support.

Drop Down Careers Lessons – Five-Year Plan

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
7	Careers in STEM	Careers in public service and the armed forces	Careers in environment and agriculture	Careers in creative arts and the media	Careers in travel, leisure, Sports and hospitality	Careers in business, computing and finance
8	Interests and ambitions for the future	Employability skills: teamwork and communication	First impressions and presenting yourself to new people	Employability skills: leadership and working under pressure	Routes in work: FE, HE, apprenticeships	Career personal check-lists: what do you want for you life?
9	Writing a CV and application form	Career planning	Interview skills	Employability skills: resilience and confidence	University: finances, entry requirements and possibilities	Lincolnshire careers industry: what's out there?
10	Searching for jobs using internet search engines	Myth busting careers	Careers linked to subjects: subject specific careers presentations	Choosing the right college, 6th form or university	Writing a personal statement	Post-16: planning your next steps
11	Applying for FE	Identifying and overcoming personal barriers	Interview skills revisited	Reflections on the local FE offer	Personal advice and feedback	Personal advice and feedback

Additional careers related activities and support

As well as the careers programme, William Lovell Church of England Academy is committed to providing students with external experiences to enrich their career planning, including access to employers, universities and careers support.

Access to impartial and independent careers advice (IICA)

William Lovell Church of England Academy will provide access to independent careers support for students in year 7-11 and IICA. Some students are identified for additional support, but all students are able to request an appointment if they wish to.

Management of provider access requests

Procedure

If you are a provider wishing to request access, you should contact our Careers Leader, Mr R Symons on Telephone: 01205 480352 or email on Robert.symons@williamlovell.laat.co.uk

Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into school and speak with students and their parents/carers.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available any necessary equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader. Resources will be available to all students at lunch and break times.

Careers Information and Resources

Websites

- **www.ucas.com** - Higher Education information and university applications.
- **www.prospectusfinder.co.uk** - easily find the website for any University or College.

- **www.icould.com** - icould provides career inspiration and information for young people. Free access to over 1000 personal video stories, detailed job information, plus practical tips, insight and advice.
- **www.careersbox.co.uk** - careers films on the web.
- **nationalcareersservice.direct.gov.uk** - provides information, advice and guidance to help you make decisions on learning, training and work.
- **www.whatuni.com** – Whatuni helps students find universities and courses using our comprehensive data and handy University Comparison Tool.
- **www.careersworld.co.uk** - Careers World is your one stop website for careers advice and searching for the very best training and career opportunities within England, Scotland and Wales.
- **www.gov.uk/apply-apprenticeship/** - apply for apprenticeships, receive email and text alerts about new apprenticeships and your applications, and track your applications.
- **www.successatschool.org** - Success at School is the place for young people to explore careers, get the lowdown on top employers, and search for the latest jobs, courses and advice.
- **www.ucasprogress.com** - UCAS Progress provides information and advice to students, parents and teachers about different opportunities for post-GCSE education and training.