



## TMS Careers Plan 2022/2023

### Careers Team

Angela Willis – Careers Advisor years 7-11

Lisa Alexander – Careers Advisor Years 12-13

Helen Cable- Careers Leader

**Our Intention;**

To deliver outstanding impartial CEIAG that includes information on all future pathway options. We recognise that our students are individuals and therefore our guidance is bespoke for each and every one.

Work closely with our partner Universities, colleges, apprenticeship providers and other trusted agencies to ensure all students have a plethora of experiences.

Provide all students with a Careers programme through; the school curriculum, careers meetings, experiences of employers and workplaces, events and trips, in line with statutory guidance.

Support all students through key transition stages with information made readily available to them, their parents and carers in a variety of formats ensuring it is accessible to all.

Use the Gatsby Benchmarks as a framework to ensure we are providing the best possible CEIAG by mapping our provision and measuring the impact of our work.

### **The Gatsby Benchmarks**

There are a set of eight benchmarks that schools can use as a framework for Good Career Guidance. The Malling School has embedded the benchmarks into all our careers work.

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

<b>Development priorities</b>				
<b>GOALS</b> (What your main goals are)	<b>LED BY?</b> (Who will lead on each goal?)	<b>RESOURCES</b> (What resources will you need?)	<b>BY WHEN?</b> (When do you aim to achieve this goal?)	<b>SUCCESS CRITERIA</b> (How will you know that you have been successful?)
<b>1. Gatsby Benchmark 7 – Encounters with further and higher education</b>	HCa/AWi SLT	Trips (Funding for travel)  HE Fair  HE providers come in as speaker  HE providers attend annual careers fair	July 2024	Data on numbers of students who have had encounters with higher education providers  Feedback from students  Tracking on Compass+
<b>2. Updating of Compass tool to ensure all benchmarks feature at least 80%</b>	HCa with Awi and LAI	Online Compass + evaluation tool	Reviewed in December 2023 - March 2024	Benchmarks 1,2,3,4,5,6,7,8, will all be at least 80% giving a true reflection of the schools' career provision.
<b>3. Raise the profile of CEIAG across the school</b>	HCa/ Awi/LAI	Period 1 sessions  Assembly times  Raise profile amongst staff on BM4		KS3,4 and 5 Assemblies throughout the year  Bespoke Careers P1 sessions in Term 6 for KS3 and 4  Bespoke career sessions throughout the year for KS5  Successful Careers Fair and whole school buy in <b>July 2023</b>

	HCa / AWi/ LAI	To ensure IB staff do outside activities to support subject BM4	Ongoing	<p>New noticeboards in hall updated and posters given out to departments. <b>(Done)</b></p> <p>JVe to update staff in briefing – ensure profile raised across school – golden thread through all whole school development.</p> <p>Careers staff to attend HoD meetings where possible and offer training in careers education and how to embed in curriculum.</p> <p>Careers staff to attend departmental meetings where possible to directly support staff with embedding careers work in to their subject.</p>
<b>4 - Link with Enterprise Co-ordinator</b>	HCa/AWi/ LAI	<p>Build links with new Enterprise co-Ordinator</p> <p>October 2021 – joined local Careers Hub</p> <p>Facebook /LinkedIn/networking at events to publicise.</p>	March 2023	<p>Collaborative networking opportunities Expand opportunities for students (Lene Hansen now in post March 2023)</p> <p>Opportunities for collaboration and sharing of best practice- still awaiting further information</p>

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<b>5 - Build links with Governors</b>	HCa/ AWi/ LAI	Meetings and regular updates	Review	Met with Tina Holditch March 2023 and information given Need to meet with Matt Fawcett as soon as possible.
<b>6 – Professional development</b>	AWi/LAI	Level 6 Careers Qualification	March 2024	Use support from CDI to complete Level 6 training.

<b>Summary of provision</b>		
Year Group	What?	How
Year 7	Access to Unifrog P1 Sessions Term 6 Introduction to careers assembly Careers Fair <a href="#">GB1-8</a> Careers Week <a href="#">GB1-8</a> Trips GB6	Careers activities using UNIfrog  Malling Careers Week  Period 1  BAE  Assemblies
Year 8	Access to Unifrog P1 Sessions Term 6 Careers assemblies Careers Fair <a href="#">GB1-8</a> Careers Week <a href="#">GB1-8</a> Trips GB6	Careers activities using UNIfrog  Malling Careers Week  Period 1

		BAE Assemblies
Year 9	P1 Careers Sessions term 6 Careers Fair <a href="#">GB1-8</a> Careers Week <a href="#">GB1-8</a> EHCP students – careers input at AR <a href="#">GB3/ GB8</a> Trips GB6	Careers activities using UNIfrog Year 9 Options evening Period 1 Malling Careers Week Supported Employment work for SEND students Assemblies
Year 10	Period 1 Careers sessions Term 6 Careers Fair <a href="#">GB1-8</a> Careers Week <a href="#">GB1-8</a> Annual review support Post16 Options assemblies	Careers Week activities through period 1 Unifrog Assemblies – including Universities/ apprenticeships/HE providers Supported Employment work for SEND students
Year 11	Period 1 sessions for Post16 applications Apprenticeship support sessions NCS Assemblies and opportunity <a href="#">GB3</a> Post 16 options <a href="#">GB1-8</a> Promote KS5 <a href="#">GB1/GB3/GB7/ GB8</a>	Careers intervention group – Tydeman students 1:1 interviews Target group interventions Careers Advisor at Annual Reviews for EHCP students Unifrog

	KS5 Open Evening <a href="#">GB1/GB3/GB7/ GB8</a>	Careers interview preparation Application form/Kent Choices preparation and support HE/ FE/ apprenticeship providers invited into assemblies/ parents evenings Supported Employment work for SEND students Speakers
Year 12	Employability sessions Work Experience Prep UniFrog sessions UCAS Sessions Apprenticeship Sessions UCAS Conventions Personal Statement sessions Work Exp Week Parent UCAS information evening	P1 and free period sessions After school Evening events Apprenticeship Fairs Off site trips University trips Speakers
Year 13	Personal Statements Supported internship workshops UCAS Apprenticeships Student Finance Parent Student Finance Evening	Evening events Apprenticeship Fairs Off site trips University trips Speakers

<b>Agreements with providers – PAL (Provider Access Policy)</b>				
Name of provider	Contact information	Services to be provided	Financial agreement	Notes
				Cost covers job coach

KCC – The Education People	Charlotte Burford	Supported Internship- student half and half  Supported Employment	£2500 per student per y Year  Free	3 day provision.  Year 9 onwards for all SEN – travel training/ vocational profile etc.
KCC – The Education People	Charlotte Burford/ Ben Carne	Supported internship programme	Free	Working with whole school SEN provision to facilitate engagement.
University of Kent	Nicola Ballantine	As required	KMPF	
Canterbury Christchurch University	Outreach	As required	KMPF	
CEC  Careers Hub	Charlotte Steggles		None  None	



		Collaboration and sharing of best practice		
Enterprise Advisor	Lene Hansen		None	Supporting with strategic plan
NCS	Awaiting update on specific link	Support for publicising NCS events twice yearly	None	
TEP	Owen Bartholemew	NEET Support/Destinations		
MKC	Lyne Walters	Transition support		Transition support for year 11's

<b>Self-help information provision</b>	
<b>Type of provision</b>	<b>Details</b>
Careers resources area of library/learning resources centre	Up to date and displaying relevant careers information and guides as library moves to new venue.
Careers pages on website/VLE	To be regularly updated by HCa/ AWi/LAI
Facebook page	FUTURE YOU –AWi
Digital media (texts, tweets, display screens)	Use school social media to publicise events Linkedin

	School Facebook page Twitter
Noticeboards and displays	Careers noticeboard in hub Careers noticeboard in hall KS5 Careers noticeboards in hall KS3/4 Department noticeboards – kept updated new May2022 – Done, ongoing updates to displays
Teams	Updated content – access for all staff and students  TEAMS – Careers for all relevant staff to access student careers meetings
BeReady platform	Access for all
Virtual School	Updated regularly and accessible to all (including parents)
UNifrog	Whole school
Success at School books -	On TMS Website and hard copies in careers office

<b>Evaluation schedule</b>		
Evaluation focus	Evaluation methods	When?
vocational group activities	End of year feedback sheets	Ongoing
1:1 Year 11 careers interview	<p>Paper evaluation sheet</p> <p>Microsoft forms feedback emailed to parents and students.</p> <p>Feedback link also advertised on Careers FB page for all parents to access.</p>	<p>Immediately after the interview</p> <p>information fed back to EHCP tutors/ excellence for all staff</p>
1:1 Year 12/ 13 careers interviews	<p>Microsoft forms feedback emailed to students. End of term survey sent to parents and students for feedback on KS5 Careers.</p>	<p>Straight after interviews and at the end of term.</p>

<p>AWi looking at evaluation and feedback and how this can be improved/deepened this year. Considering having student career champions (who can feedback on behalf of their student group) and liaising more with parents following the FB page launch.</p> <p>Feedback from HOD's and curriculum staff will be done once our new CIC info/input is up and running.</p>		

**Roles and responsibilities**

<b>Roles</b>	<b>Responsibilities</b>
Governors and SLT	Matt Fawcett– Governor Tina Holditch - Governor Ben Chidwick - SLT
Senior leader with overall responsibility for careers provision	John Vennart - Headteacher
Director of sixth form	Mr P. Maisey- to ensure all students are advised of relevant offers
Excellence for all KS5 and Careers Lead	Helen Cable- EHCP overview for all KS5 / Vocational qualifications including Employability Skills
Curriculum leader for careers education (careers co-ordinator)	Helen Cable – strategy and development of Careers Provision/ facilitation of events / Period 1 and interventions
Careers Adviser	Angela Willis- facilitation of events / Period 1 and interventions. 1:1 interviews years 11 Data for relevant sources.
Careers Adviser	Lisa Alexander – 1:1 interviews KS5 / facilitation of events . Data for relevant sources.
Careers information staff	All staff through Careers in the Curriculum/ period 1 resources and Careers events

Administrative and support staff	Inform AWi/ LAI of possible NEETS
Teachers and teaching support staff	All staff through Careers in the Curriculum/ period 1 resources and Careers events
Pastoral and pastoral support staff	Inform AWi / LAI of possible NEETS
Enterprise Advisor	Lene Hansen
CEC	Charlotte Steggles