



**Mayfield School**

**Careers Advice Team at Mayfield School:**

- The strategic responsibility for the management of CEIAG is the Assistant Head Teacher – **Theodora Papaspyrou**.
- The dedicated Careers Lead is **Sarah Davis** (Head of 14-19)
- The School's Independent Careers Advisor is **Maggie Parsons** (Birmingham Careers Service)

**Career Programme Overview 2020-21**

GATSBY BENCHMARK	KS3	KS4	KS5
<p><b>Stable Careers Programme</b></p>	<p>*Career Planning Activities- Get Real Curriculum Offer (Careers &amp; Financial Wellbeing outcomes delivered via the Social &amp; Emotional Development &amp; Wellbeing Curriculum Strand)/ Practical Skills for Life.</p> <p>*SED Curriculum Map</p>	<p>*Career Planning Activities- Get Real Curriculum Offer (Careers &amp; Financial Wellbeing outcomes delivered via the Social &amp; Emotional Development &amp; Wellbeing Curriculum Strand)/ Practical Skills for Life.</p> <p>*SED Curriculum Map</p> <p>*Accreditation Modules (ASDAN towards Independence, ASDAN employability, Independent Living, DofE Bronze Volunteering)</p>	<p>*Career Planning Activities- Get Real Curriculum Offer (Careers &amp; Financial Wellbeing outcomes delivered via the Social &amp; Emotional Development &amp; Wellbeing Curriculum Strand)/ Practical Skills for Life.</p> <p>*SED Curriculum Map</p> <p>* Accreditation Modules: ASDAN PSD, The Prince's Trust Award, DofE Silver/Gold Volunteering (Internal/External), DofE Gold Residential, Young Enterprise, Independent Living, Mentoring</p> <p>* Leonard Cheshire Can-Do project</p>

<p><b>Learning from Career and Market Information</b></p>	<ul style="list-style-type: none"> <li>*Visits from partners with a career focus (at least once annually)</li> <li>*Visits to employers in the local community (at least once a year)</li> <li>*Personal Development Day with a focus on Careers</li> <li>*Assemblies with a focus on Transition &amp; Careers</li> <li>* 'Futures' Information Evening (Advice on Transitions, Mayfield Sixth Form and other Options)</li> </ul> <p>Enterprise Advisor</p>	<ul style="list-style-type: none"> <li>*Visits from partners with a career focus (at least twice a year)</li> <li>*Off Site Visits to employers in the local community (at least twice a year)</li> <li>*Personal Development Day with a focus on Careers</li> <li>*Assemblies with a focus on Transition &amp; Careers</li> <li>*Futures' Information Evening (Advice on Transitions, Mayfield Sixth Form and other Options)</li> </ul> <p>Enterprise Advisor</p>	<ul style="list-style-type: none"> <li>*Visits from partners with a career focus (at least once a term)</li> <li>*Offsite Visits to Local employers (at least once a term)</li> <li>*Personal Development Day with a focus on Careers</li> <li>*Assemblies with a focus on Transition &amp; Careers</li> <li>*Next Steps Evening- Meet colleges and speak to Post 19 providers and staff.</li> </ul> <p>Enterprise Advisor</p>
<p><b>Addressing the needs of each pupil</b></p>	<ul style="list-style-type: none"> <li>* Living in the Wider World Core Theme (SED strand) includes outcomes linked to community participation, careers and employability.</li> <li>*EHCP reviews underpinned by Preparation for Adulthood</li> <li>*EHCP reviews underpinned by Preparation for Adulthood</li> <li>* Job Explore Database (JED)</li> <li>*Individual Pupil Career Profile</li> </ul>	<ul style="list-style-type: none"> <li>* Living in the Wider World Core Theme (SED strand) includes outcomes linked to community participation, careers and employability.</li> <li>*Accreditation Modules relevant to individual pupil needs, preferred pathways and progression routes.</li> <li>*EHCP reviews underpinned by Preparation for Adulthood</li> <li>*Job Explore Database (JED)</li> <li>*Individual Pupil Career Profile</li> </ul>	<ul style="list-style-type: none"> <li>* Living in the Wider World Core Theme (SED strand) includes outcomes linked to community participation, careers and employability.</li> <li>*Accreditation Modules relevant to individual pupil needs, preferred pathways and progression routes.</li> <li>*EHCP reviews underpinned by Preparation for Adulthood</li> <li>*Careers Advisor attending and supporting EHCP meetings (including completion of Career Action Plans/ Y13)</li> <li>*Job Explorer Database (JED)</li> <li>*Individual Pupil Career Profile</li> </ul>

<p><b>Linking Curriculum Learning to Careers</b></p>	<p>*Staff to use Evidence for Learning to record assessments against Career and employability linked outcomes (Living in the Wider World/SED Strand &amp; SED Curriculum Map)</p>	<p>*Staff to use Evidence for Learning to record assessments against Career and employability linked outcomes (Living in the Wider World/SED Strand &amp; SED Curriculum Map)</p> <p>*Accreditation Unit Folders &amp; Certificates</p> <p>*14-19 Awards Assembly</p> <p>* Duke of Edinburgh Parent/Student Information Sessions, Individualised Programmes &amp; Award Assemblies</p>	<p>*Staff to use Evidence for Learning to record assessments against Career and employability linked outcomes (Living in the Wider World/SED Strand &amp; SED Curriculum Map)</p> <p>*Accreditation Unit Folders &amp; Certificates</p> <p>*14-19 Awards Assembly</p> <p>*Duke of Edinburgh Parent/Student Information Sessions, Individualised Programmes &amp; Award Assemblies</p>
<p><b>Encounters with employers and employees</b></p>	<p>*Visits to employers in the local community as part of community visit opportunities/ children to encounter, experience, identify and explore job roles in venues accessed (at least once a year)</p> <p>*Visits from partners with a career focus (at least once annually)</p> <p>*Personal Development Day with a focus on Careers (Visitors &amp; Guest Speakers)</p>	<p>*Off Site Visits to employers in the local community/children to encounter, experience, identify and explore job roles in venues accessed (at least twice a year)</p> <p>*Visits from partners with a career focus (at least twice a year)</p> <p>*Personal Development Day with a focus on Careers (Visitors &amp; Guest Speakers)</p> <p>*Duke of Edinburgh Programme (Volunteering, Physical, Skills, Expedition)</p>	<p>*Off Site Visits to employers in the local community/children to encounter, experience, identify and explore job roles in venues accessed (at least once a term)</p> <p>*Visits from partners with a career focus (at least once a term)</p> <p>*Personal Development Day with a focus on Careers (Visitors &amp; Guest Speakers)</p> <p>*Duke of Edinburgh Programme (Volunteering, Physical, Skills, Expedition)</p> <p>* Virtual sessions facilitating student liaison with employees as part of Employability Modules.</p>

<p><b>Experience of workplaces</b></p>	<p>*Internal Work Experience Opportunities as part of Class responsibilities and roles.</p> <p>*If appropriate, Internal Work Experience opportunities across school, e.g., supporting reading sessions for younger students, delivering supplies, etc. (minimum of 2 days block per year)</p>	<p>*Internal Work Experience Opportunities as part of Class responsibilities and roles.</p> <p>*Internal Work Experience Opportunities across school (minimum of 5 days block per year)</p> <p>*Where appropriate, External Work Experience Opportunities (minimum of 2 days block per year)</p> <p>*Duke of Edinburgh Programme (Volunteering, Physical, Skills, Expedition)</p>	<p>*Internal Work Experience Opportunities as part of Class roles and responsibilities.</p> <p>*Internal Work Experience Opportunities with responsibility across the school e.g., car washing, etc. (at least 2 Blocks of 5 days per year)</p> <p>*Where appropriate, External Work Experience Opportunity (minimum of 1-week block per year as per individual pupil needs)</p> <p>*Duke of Edinburgh Programme (Volunteering, Physical, Skills, Expedition)</p>
<p><b>Encounters with further or Higher Education</b></p>	<p>* Post 16 Taster Day (Mayfield Sixth Form)</p>	<p>*Post 16/19 Links accessible on website</p> <p>*Open Days advertised on website</p> <p>*Post 16 Taster Days – Mayfield Sixth Form/Other Sixth Form Provider taster (at least twice a year)</p>	<p>*Post 16/19 Links accessible on website</p> <p>*Open Days advertised on website</p> <p>*Post 19 Taster Days (at least twice a year)</p>
<p><b>Personal Guidance</b></p>	<p>Individual Pupil Career Profile</p> <p>EHCP reviews</p> <p>Parent Information Sessions with a focus on Transition and Careers.</p>	<p>Individual Pupil Career Profile</p> <p>EHCP reviews</p> <p>Parent Information Sessions with a focus on Transition and Careers.</p>	<p>Individual Pupil Career Profile</p> <p>EHCP reviews</p> <p>Maggie Parsons- Independent Careers Advisor</p> <p>Parent Information Sessions with a focus on Transition and Careers led by External Careers Advisor</p>

*Please note that due to Covid 19 restrictions some Career Programme initiatives may not materialise as initially planned.*