

Bury Church of England High School



Careers Education

Guide for Parents & Carers



Believe



Achieve



Inspire



Bury Church of England High School

Haslam Brow

Bury

BL9 0TS

T: 0161 797 6236

E: offman@burychurch.bury.sch.uk

W: www.burychurch.bury.sch.uk



Bury Church of England High School :: PSHCE Department



Contents

- Page 3: Introduction
- Page 4: Careers Education in Year 7
- Page 5: Careers Education in Year 8
- Page 6: Careers Education in Year 9
- Page 8: Careers Education in Year 10
- Page 10: Careers Education in Year 11
- Page 12: Extra-Curricular Activities
- Page 14: Jobs, Jobs, Jobs: Roles within School
- Page 16: Annual Careers Events
- Page 17: Careers Support for Students
- Page 18: Department for Learning Support
- Page 19: Enhanced Transition
- Page 20: Engaging Parents
- Page 22: Useful Careers Websites

Dear Parent/Guardian,

The Careers Education, Information, Advice and Guidance (CEIAG) programme at Bury C.E. High School is based firmly on our Christian ethos. We believe that every student is of infinite worth in the eyes of God and that he has a unique call on each of their lives. We want to help every pupil develop high aspirations, consider a broad and ambitious range of careers, expand their horizons, embrace the future God has for them, and make a positive contribution to His world in which they will serve.

This booklet details the CEIAG programme that your child will experience during their time at school and also offers links to websites that you may find useful to support your child.

The programme consists of dedicated CEIAG lessons and drop down days as well as activities such as a careers fair, GCSE options evening, a work experience programme, post-16 transition day, university visits, visiting speakers, mock interviews and the Archbishop of York Young Leaders Award.

Although dedicated CEIAG lessons are delivered through PSHE, normal lessons across the whole school curriculum will regularly link the learning to their context within the wider world of work.

I hope you find this guide helpful.

Yours sincerely,

H. Daniel-Sam

Mr H Daniel-Sam
Head of PSHCE

Year 7

Transition

Our main priority in Year 7 is to help pupils with the transition from Primary school to Secondary school. Support is given by the whole staff team on a daily basis.

We also give pupils many opportunities to grow in their teamwork skills, leadership skills, social skills and to develop their confidence through trips and visits.



KS3 Archbishop of York Young Leaders Award

As part of the PHSCE & RE curriculum delivered in school, Year 7 pupils take part in the Archbishop of York Young Leaders Award. The Young Leaders Award is a unique active citizenship programme which empowers young people to make a difference in their local community and helps students to develop key leadership skills. We believe the skills that pupils learn while taking part in this award are vital skills for the world of work.

We also teach pupils to identify their own strengths and weaknesses which is a vital skill for all pupils to learn. We look at the skills they already have, how to develop these and how to learn new skills.

Year 8

Shoe Factory



The shoe factory gives students the opportunity to work as a team at solving problems and meeting deadlines. In fulfilling this principle objective, the students will gain an insight in to the design problems faced by manufacturers and will, through communication and teamwork, produce a sandal which will compete against others. Students are awarded points for innovative campaigns, including advertising jingles, 'set up' interviews and any other gimmicks. The price and durability of the sandal will also attract points.

The Real Game

Students start by being allocated a job role as a single adult and they form neighbourhood groups. They undertake a series of activities, which explore their dreams about their future lifestyle, accommodation, transport choices and housing and leisure activities. They learn about a typical day as an adult in their job role and the educational achievement necessary to reach that position. Students calculate their monthly income and expenditure.

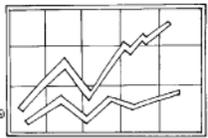
Reality comes when students have to balance their monthly budgets and assess how much of their lifestyle choices they can afford. Leisure time is also balanced with work priorities.

Students are also exposed to change and unexpected situations and explore workforce trends and gender stereotyping. They complete the game by drawing up a job profile based on their own dreams. Students learn about their own lifestyle priorities and think about financial planning and ultimately their own future careers.

Year 9

In Year 9 we look at a variety of careers related topics. We begin to take a more in depth look at what careers interest pupils and what they may need to do to enter into their field of interest.

Labour Market Information



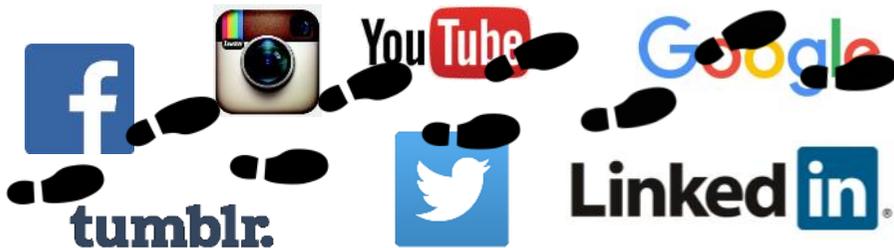
Pupils take a look at the labour market in our local area and how this might affect pupil's career choices. Pupils also research jobs related to the topics that they are interested in.

What's Stopping me?

In this lesson, pupils consider what stereotypes may influence their decisions in the world of work as well as what barriers to progression in the workplace they may face.

Online Reputation

Pupils are taught about the importance of maintaining a good online reputation. They explore what their digital footprint is through social media and how this could influence their online reputation with future potential employers.



Year 9

University Life

In Year 9 we begin to look at Universities and what they offer. We invite Universities to come in to School to deliver talks about the courses they offer. They also talk about student finance, university life in general and how to apply to university.

There are also various trips planned throughout the year to visit some of our more local universities. Some of these trips are planned with a specific subject in mind while some are generic trips to explore the campus.



Personal Statements



Pupils are taught the importance of writing a high quality Personal Statement as well as the reasons for using Personal Statements when applying for colleges or university. Pupils then have the opportunity to complete their own Personal Statement.

Archbishop of York Young Leaders Award



In Year 9 pupils start the KS4 Archbishop of York Young Leaders Award. Its 10 modules are completed through drop down days and RE. To achieve the full award, pupils must complete the leadership challenge in each of the 10 modules that cover an aspect of leadership.

All pupils are prepared in school but must complete the leadership challenges in their own time. Parents can sign their child up for the KS4 award in Year 9.

The modules completed in Year 9 are the Creative Thinking and Teamwork modules.

Year 10

World of Work Day

Pupils are given the opportunity to experience the World of Work in practice. Each team represents a company and they compete against other companies to make the most profit. Teams work together to negotiate deals and buy and sell products in order to make the biggest profit. They must overcome obstacles that are true to life as well as working together as a team to build the most successful company.



KS4 Archbishop of York Young Leaders Award

In Year 10 students complete the Communications and Decision Making modules of the KS4 Young Leaders Award. The leadership challenge for the Communications module could be something like setting up school newspaper or radio station. For the Decision Making challenge students could run guidance sessions with students in Year 8 about choosing their GCSE options.

Year 10

Mock Interviews

We run a mock interview evening where employers from the local area are invited to conduct a realistic job interview. We ask pupils to indicate the career field they are interested in and then we invite employers from that field. This is a wonderful opportunity for pupils to look at how to apply for a job, how to present yourself, how to communicate and how to recognise and convey your strengths and weaknesses in a positive manner. Employers leave feedback from each interview which is then passed on to pupils in order for them to understand what they need to work on in their college interviews.



Year 11

Post 16 Transition Day

The goal of this day is to widen access to advice on options available post-16, for example, apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional A levels and university route.



Pupils attend workshops run by post-16 providers. These workshops aim to show pupils the wide variety of subjects they could study, as well as looking at college/sixth-form life and what their chosen courses could lead to.

We also invite local universities to lead workshops, aimed at raising pupils' aspirations and inspiring them to start planning for their future.



Representatives from the Apprenticeships Ambassador Programme also run an Introduction to Apprenticeships workshop. Pupils look at the benefits of apprenticeships and are shown how to register on the apprenticeships website.

Pupils also have some time to start their application forms and draft their personal statements.



KS4 Archbishop of York Young Leaders Award

In Year 11 students complete the Creative Technology and Schools Project modules of the KS4 Young Leaders Award. The Creative Technology module requires them to use technology to campaign on an issue. The Schools Project requires them to speak to pupils at local primary school about leadership.

Year 11

Personal Finance Day

This drop down day looks at the various money matters pupils will encounter during their working life. They will look at credit and debt, insurance, savings, pensions and financial products and services. They will also look at payslips and taxation.



Work Experience

Year 11 have the option of doing a work experience placement after their GCSE exams. Students are introduced to the process at the start of the year and given a guide that explains how to go about securing a placement.

An application form is completed by the student, parents and the employer offering the placement and returned to school. The school then confirms the placement with the employer and arranges a time to check that all the necessary health & safety measures are in place.



Whilst on their placement, students will complete a log of the task they have done and the skills they have used. They also complete a diary to help them reflect on their experience.

National Citizenship Service

In addition to doing work experience we also offer our Year 11 students to take part in National Citizenship Service after their GCSE exams. It's a chance for students to learn new skills, make new friends, grow in confidence and improve their CV.



Extra-Curricular Activities



As a school, we invest a lot of time and effort in running extra-curricular activities through the Children's University for pupils to attend. There are many lunch-time and after-school clubs for all years to attend, including sports clubs, music clubs, computing clubs and many more. Children's University is a way of accrediting extra-curricular activities both in and out of school. Pupils receive a passport to learning where 1 hour of extra-curricular activity is equal to one credit. Pupils who receive 30 credits are given a formal award at the end of the year. If you receive more than 30 credits, you receive a higher qualification. The awards are given at an official graduation ceremony at a local university.

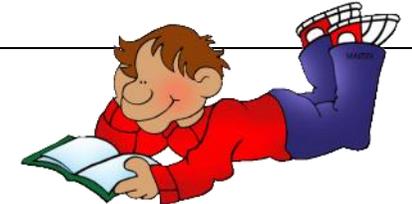
The Duke of Edinburgh Award Scheme, which is organised by our Geography Department also counts towards Children's University credits.

There is also the opportunity to be a Young Leader for the Children's University. Pupils aged 14 and upwards have the opportunity to run clubs for the younger pupils to allow them to build up their credits and graduate at the end of the year.

Extra-Curricular Activities



We believe that when it comes to writing application forms, any evidence of extra-curricular activities is very important. Commitment to a club, extra-curricular lessons or a voluntary project sets pupils apart as motivated, dedicated pupils who are willing to work in their own time.



BURY CofE HIGH SCHOOL



Jobs, Jobs, Jobs!

Within the life of the school there are many opportunities for pupils to take on responsibility, grow in confidence and learn skills that will help them in a future career. Here are many of the jobs available.

Peer Mentors

Required Age: Year 10

Job Description: Peer Mentors help the new Year 7 pupils settle into school life by being available to them during form time and helping them on new intake days.

Reading Buddies

Required Age: Year 9-11

Job Description: Reading buddies spend time reading with younger students who struggle with it and need some encouragement from an older pupil.

Form Captain

Required Age: All Years

Job Description: Form Captains are chosen by Form Tutors to represent the views of their form. They attend Year Council meetings to put forward ideas of how to improve the school and they feedback to their form on progress made.

Assembly Readers

Required Age: All Years

Job Description: Reads aloud in assemblies for all years.

Prefects, Senior Prefects, Head Boy, Head Girl

Required Age: Year 11

Job Description: As well as being a role model to younger pupils, prefects help maintain order inside school during break times. They support the teacher on duty who is assigned to them.

The Head Boy & Head Girl and their deputies represent the school at a number of events and lead the School Council.

Form Representative

Required Age: All Years

Job Description: Represent the views of their form at School Council and feedback to their form the progress made at meetings. They are elected by their peers.

Librarians

Required Age: All Years

Job Description: Librarians maintain order in the School Library during break times and lunchtime. They run the Library, keeping it tidy, organising book fairs and raising the profile of reading throughout the school

Jobs, Jobs, Jobs!

Sports Captain

Required Age: All Years

Job Description: Represents their Form in Sports. They also organise their form into teams for Sports day activities and keep their form up to date with sports fixtures.

Worship Monitor

Required Age: All Years

Job Description: Assist with assemblies and contribute to Form Worship. They also assist with Communion.

Pupil Receptionist

Required Age: Year 8

Job Description: All Year 8 pupils receive the opportunity to work on reception for the day. This includes greeting visitors, organising registers, taking messages around school and other administrative duties that give them a taste of work.

Careers Buddies

Required Age: Year 9 upwards

Job Description: Talk to other pupils about careers, what options they could take, where to find information relevant to their potential career choices.

Tour Guides

Required Age: Year 10-11

Job Description: Guide visitors around the school during special events such as Parent's Evening, Open Evening, Year 6 Primary Visits and Options Evening.

Tech Team

Required Age: All Years

Job Description: Manage the technology requirements for assemblies and other special events within school. They are guided by the school technician.

Open Evening Helpers

Required Age: All Years

Job Description: Pupils are selected to represent the School during Open Evening. There are a variety of jobs, from Car Parking duty to guiding people around school to speaking to parents about the different subjects.

Annual Events

Tutor Review Days



Each year every pupil in Years 8-11 meets with their form tutor to set personal targets and to review progress towards targets set previously. One of the targets set by students will relate to their career plan and any actions that need to be taken by the student will be noted. These annual reviews are followed up on during the year at least once a term through informal reviews with their form tutor.

Careers Fair



We will be holding a careers fair each year to give pupils and parents the chance to talk to various education and training providers as well as an opportunity to meet a wide variety of employers. The event take place in the evening in March and is held in the main hall and sports hall. It is open to parents of Years 9 - 11.

Student Support



Personal advisors from Connexions are in school every Monday and Thursday. They make sure every pupil has a face-to-face guidance interview at key points in their progress through school. Students can also request to have an interview at any point during school by speaking to their form tutor who will arrange an interview with Connexions.

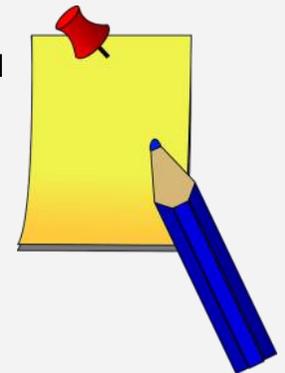
Careers Club

We run a fortnightly lunchtime careers club where students can come a get support with anything career related. For example, help with filling in applications forms for work experience or college.



Daily Pupil Bulletin, Notice Board & Email

Information such as open day/evening dates, apprenticeship vacancies, application deadlines and work experience opportunities are published in our daily pupil bulletin, displayed on our careers noticeboard and emailed out to students. Whenever we receive prospectuses from post 16 providers we let pupils know via the pupil bulletin.



Department for Learning Support

The Department for Learning Support plays a vital role within our Careers Education programme. The department work with students who may need additional help. They support in the following ways:

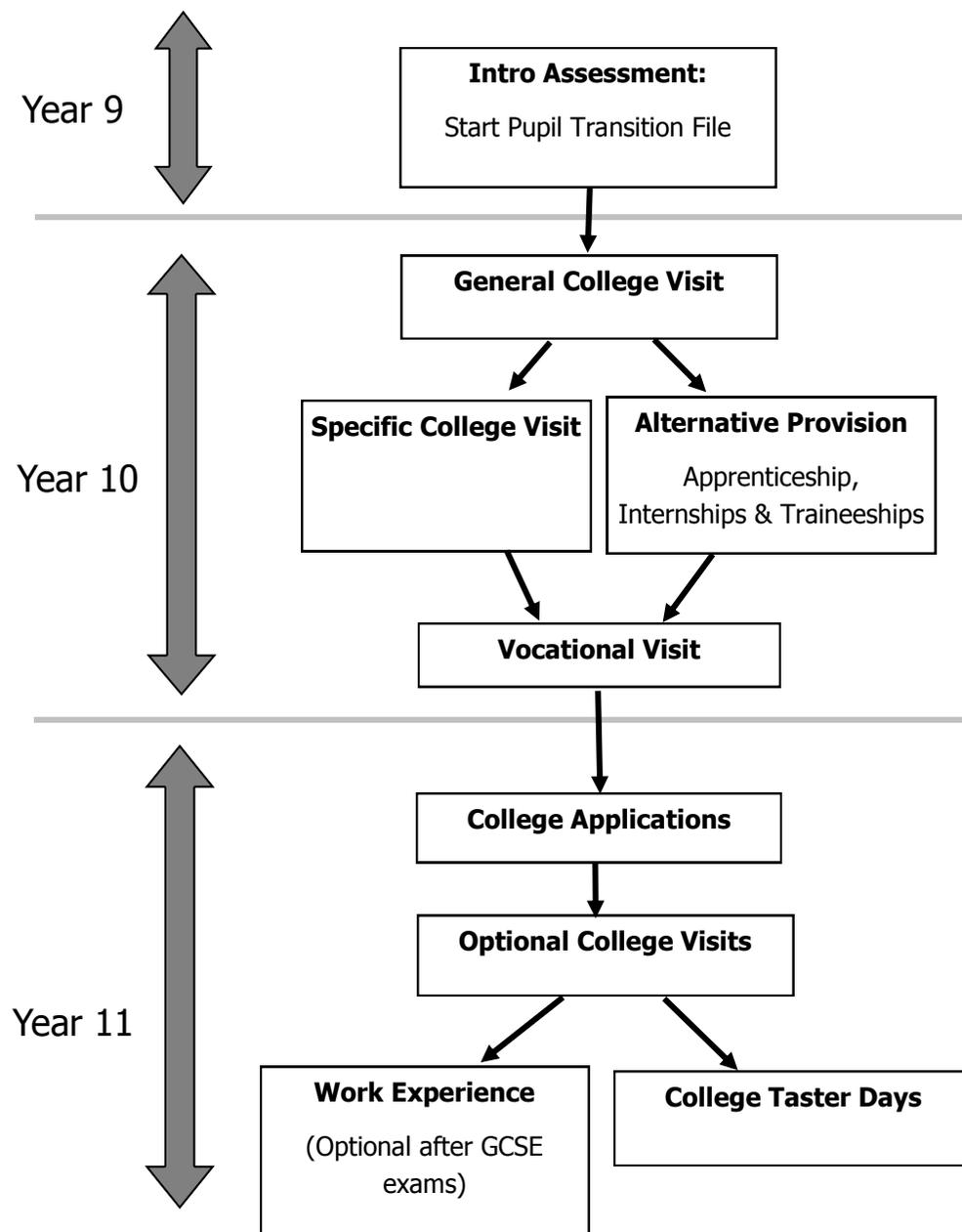
- Supporting students on off-timetable drop down days by making sure they know where they are going or what group they are in.
- Supporting them in careers education lessons.
- Helping them to choose GCSE options that they would be suited to.
- Providing an enhanced post-16 transition experience.

The enhanced post-16 transition provided by the Department of Learning Support ensures that all students who need additional help are supported through the transition by:

- Helping the student work out what sort of career they would be suited to and keeping a transition file to help track their progress
- Helping them find out about learning providers, traineeships or apprenticeships through visits and open days.
- Helping them to complete application forms and letters.

The flowchart opposite explains how the enhanced transition process works.

Enhanced Transition



Useful Websites



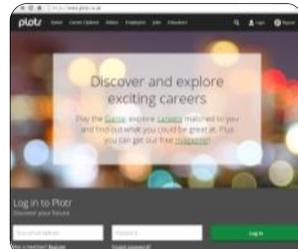
National Careers Service
www.nationalcareersservice.direct.gov.uk
 The National Careers Service website provides careers advice and information on a wide range of jobs, training course resources and funding.



Apprenticeships
www.apprenticeships.gov.uk
 Search for, apply for and learn about the different types of apprenticeships all in one place.



UCAS
www.ucas.com
 The University & College Admission Service website allows you to research all the different Higher Education degree courses available. Everything you need to know about HE finance is here as well.



Plotr
www.plotr.co.uk
 Careers advice that's useful, inspiring and tailored to YOU. Play the free careers advice Game, explore detailed career profile hubs - then take next steps.



Prospects
www.prospects.ac.uk
 Prospects for graduate jobs, postgraduate study, advice about work experience, internship opportunities and graduate careers.

Useful Websites



Careers Advice for Parents
www.careersadviceforparents.org
 A completely independent one stop shop for parents who want to understand the competing choices that are available to school and college leavers.



iCould
www.icould.com
 Lots of different careers videos, information and help regarding exam revision and student finance. Take the 'Buzz Test' and find out what makes you tick.



Careers Box
www.careersbox.co.uk
 Lots of videos covering different careers, apprenticeships and university.



University of Kent Careers Service
www.kent.ac.uk/careers
 Lots of very useful careers resources including help writing CVs, personal statements and covering letters.

The information contained in this booklet is correct at time of printing. Bury C of E High School reserves the right to amend the careers programme throughout the academic year wherever necessary.