

## St. Mary Magdalene Careers, Education, Information and Guidance Programme

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At St. Mary Magdalene Secondary School, we are committed to offering all students from KS3 to KS4 a comprehensive, bespoke and supportive programme of Careers, Education, Information and Guidance (CEIAG) and work-related learning (WRL).

Our vision is that on beginning their Secondary education at St. Mary Magdalene, every student takes an active role in shaping ideas about their own future in order to lead them purposefully towards an end career as an adult. Our students will learn about, experience, and reflect on their future options in order to inform the choices they will make at GCSE, and on to further and higher education.

The Secondary Phase has signed up every student and teacher with a **Unifrog** careers account, which students add to across their time at St Mary Magdalene's (unifrog.org). As well as this we make half-termly contact with external bodies to monitor and report on student activity, in order to ensure the school is providing an impactful programme. These bodies assess using The Gatsby Benchmarks, which are a framework of 8 guidelines that define the best careers provision in secondary schools.

Across the coming academic year a number of dates will be added to the school calendar, as guest speakers from a variety of vocations and organisations come to speak to our students and share their knowledge and insight.

### St. Mary Magdalene CEIAG timetable 2021- 2022

CEIAG overview
<p>Year 7:</p> <ul style="list-style-type: none"><li>• All new Y7 students will create a Unifrog account and begin to develop their aspirations and better identify their own key skills, monitored by Family Group (FG) Tutors. This will be added to throughout their Secondary career during PSHE lessons.</li><li>• Students will have a SMT-led assembly on Careers, Prospects &amp; Enrichment – starting to link skills and interests with potential careers.</li><li>• Workshops and speakers related to a variety of careers to speak with students during extended PSHE time, to provide students with contact with employers.</li></ul>
<p>Year 8:</p> <ul style="list-style-type: none"><li>• Continued use of Unifrog. Time will be spent with FG Tutors reviewing and updating their profiles and adding to their lockers. To aid with this FG tutors will promote enrichment opportunities as a way of developing skills and adding value to their profiles.</li><li>• Brilliant Club is launched for a small group of students in association with the University of Sussex.</li><li>• PSHE delivered over first half of summer term with a focus on Finances, helping students to think about their own values and attitudes towards finances whilst also educating them on the risks and dilemmas associated with financial choices.</li><li>• Workshops and speakers related to a variety of careers to speak with students during extended PSHE time, to provide students with contact with employers.</li></ul>

Year 9:

- Careers PSHE lessons will be delivered across the whole autumn term, looking at potential careers and desirable skills & qualities. During this time students will have an opportunity with FG tutors to log in to their Unifrog account and add to their lockers – reflecting on their skills and interests and investigating industries. They will also complete personality and aptitude tests on Unifrog website to aid with GCSE choices.
- There will be a specific focus on GCSE options to aid students in choosing subjects that can help them take their first big step towards their future. FG tutors will be able to discuss this with students ahead of 1:1 SMT careers interviews for every student in Year 9 in advance of GCSE options – students will be matched with SMT member based on career interests stated on Unifrog Profile.
- The Workplace Taster Days programme will be launched to the year group and students invited to apply, offering experience with both private sector and public sector employers – this is in addition to a number of virtual and in person speakers and numerous virtual work experience opportunities being advertised on satchel.
- SMT-led Careers assembly with visiting speakers from various professional fields and STEM Ambassadors.

Year 10:

- FG tutors will review students aptitude tests on Unifrog Profiles and discuss with individuals what they are interested in doing Post-16 and what they can do to start working towards that.
- Drop-down in-school Law Day for selected students run by Barrister David Green: Q&A and simulated courtroom advocacy task.
- Speakers invited to talk to students across the academic year about their own career paths – specifically medicine, politics, construction (fire safety), music journalism, scientific research, entrepreneur & marketing.
- Careers PSHE delivered over the second half of spring term - culminating in Work Experience planning and prep, guided by tutors, Head of Year, EBA and KMN.
- Careers Assembly re. Y10 Work Experience Week – discussion of dates and how to contact employers. Virtual work experience will also be encouraged, with specific opportunities found by the school being shared with FG tutors to pass on to students.

Year 11:

- Careers PSHE lessons delivered during autumn and spring terms, addressing a number of important topics including the next steps for students as well as understanding the workplace.
- Y11 Work Experience Week (as postponed from 2020/21) – discussion of dates and how to contact employers. Virtual work experience will also be encouraged, with specific opportunities found by the school being shared with FG tutors to pass on to students.
- ‘Post 16 – what is right for me?’: An assembly with the Careers Lead and the Head of Sixth Form – providing information on choosing a sixth form, college or apprenticeship for after year 11. Information and support with this will be provided across year 11 – including an options evening at the school and an open evening for our sixth form.
- Speakers invited to talk to students across the academic year about their own career paths – specifically medicine, politics, construction (fire safety), music journalism, scientific research, entrepreneur & marketing.
- Study skills assemblies to be delivered ahead of mocks and again ahead of CAG assessments.

- Transition week scheduled for Summer 2 to help prepare students for their professional and academic lives after Year 11.

Year 12:

- All students to choose one of the following six careers pathways: Business, enterprise & construction; Creative industries; Accounting, banking, law & finance; MDV; Public sector service; and STEM. They will then all attend a trip and have talks and Q&A sessions with relevant industry professionals related to their pathway.
- Every Friday afternoon Y12s will have dedicated time for careers sessions, where they will learn important skills to support their preparation to leave school and pursue their Post-18 options.
- Students will have access to resources, webinars and bespoke careers advice on their Unifrog account, on which they will be able to explore options including university, apprenticeships, traineeships and employment on a comprehensive database. They will also receive step by step application advice for all pathways on Unifrog, by their FG tutor, the careers team and the head of Sixth Form.

Next review date: September 2022