

Careers and Work Experience at The Cedar School

At The Cedar School, we believe in delivering a curriculum that engages, sparks curiosity and is meaningful to our pupils, their needs and their lives.

The aim of our Careers and Work Experience offer is for our KS3 and KS4 pupils to develop an understanding of the world of work. We will provide opportunities for them to take part in school based work experiences and to go out into the community to get a greater understanding of work outside of the school setting. As well as this, the pupils will encounter employers and employees from the local community who will discuss what it is like to have a job, their roles within the work place and what qualifications are needed to carry out various roles. These opportunities will enable our pupils to learn about the discipline of work and to raise their awareness of different job types. We aim for them to be able to make more informed choices through their experiences, when they are ready to consider options for them and to improve their skills set, confidence, self-esteem and independence.

Our hopes for a Cedar child are for them to be prepared for adulthood and develop the skills they will need when they leave us:

Communication: Through visitors to the school and visits to workplaces, pupils will develop their ability to consider what they would like to do for work and ask questions to find out more. Pupils will learn how to communicate appropriately with different audiences outside of the school setting in preparation for communicating with potential employers and colleagues.

Empowerment: Through guidance and opportunities provided, pupils will work towards gaining independence and work experiences that reflect their interests, ambition and potential. Pupils will be empowered to look towards their future and be encouraged to achieve their full potential.

Discovery: Pupils will discover the opportunities available to them when they finish school and enter the world of work. They will be able to reflect upon their strengths and interests, find out what they need to do to achieve their goals and be given the chance to explore the avenues open to them.

Aspiration: Pupils will be provided to them that are relevant to their age and stage of development. Engaging and challenging experiences will be offered to them in order to empower them with the knowledge they need to make informed and aspirational choices about their future.

Resilience: Pupils be given experiences to develop their own resilience to a range of opportunities for their future. Through being well informed and prepared, they will have the tools they need to drive their own ambition to be successful.

At Cedar, we provide:

- Questionnaires and group discussions to identify areas in which the pupils are interested
- Personalised guidance
- Opportunities for parents, pupils and class teachers to discuss suitable placements of work where appropriate
- Encounters with further education providers
- Opportunities to practise work place skills within the school
- Opportunities to organise and run a mini enterprise within school
- A list of work placements available to the pupils
- Risk assessments for the work placements carried out and a copy of employability insurance documents obtained
- Letters home to parents/carers with necessary details and information
- Health & Safety booklet completed by pupils
- Work Experience diaries that are completed after each visit or placement
- Feedback forms from the employer, student, parent/carers and staff

We measure and assess the impact of our Careers and Work Experience programme through:

- Feedback from parents, pupils and teachers
- Feedback provided by visitors and placement organisations
- Using feedback to adapting the programme to continuously improve it so it meets the objectives
- Reviews of the objectives of the Careers and Work Experience programme with a focus on outcomes for pupils & assessing if the objectives have been met
- Focus on the delivery of the programme and evidence of impact on pupils through monitoring external providers and events

Key Stage 3	Year 7	<ul style="list-style-type: none"> • An encounter with an employer or employer from a local business
	Year 8	<ul style="list-style-type: none"> • An encounter with an employer or employer from a local business • Education and training provider to meet with year group • Work Experience Mini Enterprise
	Year 9	<ul style="list-style-type: none"> • An encounter with an employer or employer from a local business • Education and training provider to meet with year group • Work Experience Mini Enterprise
Key Stage 4	Year 10	<ul style="list-style-type: none"> • An encounter with an employer or employer from a local business • Education and training provider to meet with year group • Work Experience In School or Local Business
	Year 11	<ul style="list-style-type: none"> • An encounter with an employer or employer from a local business • Education and training provider to meet with year group • Work Experience In School or Local Business

Our Careers Programme is guided by the eight Gatsby benchmarks of Good Career Guidance.

Gatsby Benchmarks	At Cedar
<p>1 A stable careers programme Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, governors and employers.</p>	<ul style="list-style-type: none"> • Expectations for each phase in the Secondary department • Our Careers programme is built upon each year by the teachers, with the children • Our Careers handbook outlines our careers and work experience offer to parents and other investors in the school
<p>2 Learning from career and labour market information Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<ul style="list-style-type: none"> • Information regarding college open days circulated to parents • Support provided to parents to ensure they know what further education opportunities are available to their child • Learning opportunities in school with external providers
<p>3 Addressing the needs of each pupil Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.</p>	<ul style="list-style-type: none"> • Opportunities available throughout the careers programme are differentiated depending on the needs of the cohort • A wide range of experiences are offered • Children are involved in choosing the opportunities we provide
<p>4 Linking curriculum learning to careers All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<ul style="list-style-type: none"> • Our discovery days and core subjects allow opportunities for children to experience learning through different contexts that are linked to careers and life after school/college
<p>5 Encounters with employers and employees Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<ul style="list-style-type: none"> • Careers week provides a range of employers and employees for the children to meet and talk to • Mini Enterprise opportunities enable children to experience the employer/ employee relationship and the 'world of work' • Opportunities to work with charities and companies in the community are provided
<p>6 Experiences of workplaces Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p>	<ul style="list-style-type: none"> • Mini Enterprise opportunities enable children to experience life as an employee, working with others and providing a service or a product to the Cedar community • Opportunities for out of school work placements is explored where appropriate
<p>7 Encounters with further and higher education All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<ul style="list-style-type: none"> • We facilitate visits to colleges • We invite colleges and past pupils to Cedar for coffee mornings • Support is offered to parents when looking for Post 16 placements for their child • Our SENDCO and Secondary Leader attend Year 9, 10 and 11 annual reviews
<p>8 Personal guidance Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.</p>	<ul style="list-style-type: none"> • The staff at Cedar liaise closely with those at Southampton City Council and Hampshire County Council to ensure appropriate guidance can be given at the right time

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