

# Trafalgar School Portsmouth

## CEIAG Strategy 2018/19



Regardless of their starting point Trafalgar School students will develop the confidence, knowledge and skills to be successful in the modern world, where leaders are expected to be lifelong learners.

*UNCRC*

*Article 29 (Goals of Education): Children's education should develop each child's personality, talents and abilities to the fullest.*

## Trafalgar School – Summary Statement

Our vision for Trafalgar School students is to raise their aspirations and help guide them into a wide range of enjoyable career pathways. We want our students to have the courage to step out of their comfort zone. We aim to boost their confidence and resilience in order to allow them to achieve in a competitive job market. Better information and understanding will ensure our student have the self-knowledge, drive and determination to aim as high as they possibly can.

Trafalgar School is proud of its strong focus on careers and employability, its community links and the notable impact these factors have on students in terms of their aspirations and destinations. It is important to make students aware that their school life is a period of preparation and a starting point for their adventures into lifelong careers.

*‘Careers education is extensive across all year groups. Pupils benefit from a variety of careers initiatives, including entrepreneurial activities such as ‘dragons den’ in Year 9. In Year 10, the ‘big interview’ prepares pupils for attending job interviews and, in Year 7, a careers fair introduces pupils to careers in professions and public services. As a result, pupils are increasingly well prepared for the next stage of their education and they are ambitious for their futures.’*

Trafalgar School Ofsted report, May 2018

Having already built up an impressive network of support (which has ensured a wider choice of work experience placements for our students) and a range of expert speakers who are keen to share their experience of the workplace, next steps are to ensure a wide range of advice is available for all stakeholders.

The Careers Hub is currently being developed to offer a diverse range of resources, information and advice. The vision is for students and staff to be able to access this at any time or book a suitable time for a more detailed 1:1 meeting. In addition to this we are exploring the option of training our own careers advisor to maximise the advice we are able to offer. Careers provision, information, advice and guidance will be shared and promoted via our website and a linked Governor will ensure that no momentum is lost in this crucial area.

Provision at Trafalgar School is already varied and comprehensive however, we have ambitious plans to ensure that every student is fully supported with planning and managing their lives beyond school to make sure that they progress to challenging, successful careers.

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Trafalgar School CELP Strategy, 2018/19

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## Objectives

- Provide access to impartial, independent and personalised careers education, information, advice and guidance for all students.
- Implement an explicit publicised careers policy and careers curriculum.
- Assign a governor with responsibility for ensuring the school supports students to relate their learning to careers and the world of work from an early age.

## Aims

- A CEIAG delivery plan incorporating careers, employability skills and enterprise education are embedded into the curriculum from year 7 to year 11 and enhanced by personal development days.
- Subject areas will nominate a 'careers champion' who will work with the Careers Faculty to establish links between their schemes of work and the school's CEIAG policy and strategy.
- All students will be provided with appropriate resources to record and evaluate their experiences when engaging with business intervention strategies. This will evolve into their career plan and formulate their CV/electronic profile.
- Students will graduate from Trafalgar with the knowledge and understanding of how education has equipped them with desirable skills, behaviours and attitudes as they progress into adulthood becoming economically aware and referring to Trafalgar core values.
- Increase CEIAG presence on the school website designed/tailored to mobile and tablet use, which enables student access to online tools to which provide a full range of career information, guidance and development pathways.

## Actions to Date – November 2018

Benchmarks	GATSBY STATEMENT	Trafalgar School – Starting point	Areas for Development/Actions
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, teachers, governors and employers	<p>Developing the careers strategy.</p> <p>Staff have been involved in a survey to discover what happens already in lessons.</p> <p>Teach First EE strategies have been shared to advise staff how to integrate careers into lessons.</p>	<p>Get a clear indication from the Headteacher regarding her vision for careers across the curriculum.</p> <ul style="list-style-type: none"> <li>- devise a method for communicating to students and parents</li> <li>- identify a suitable area in the school to set up a careers information point (budget)</li> <li>- organise dates on school calendar to involve Barclays Life Skills</li> </ul> <p>SLT Sponsor Gemma Pearse has been approached to identify a Governor and to arrange a meeting.</p>
2. Learning from Career & 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>PCC provide a careers adviser who spends 20 days in school interviewing students and offering advice.</p> <p>Parents have been exposed to some local colleges via options evenings, where apprenticeship providers have been present.</p> <p>Developing vocational apprenticeship meetings with PETA and other opportunities to share resources.</p>	<p>Section of the school website to promote careers with links to LMI and study options.</p> <ul style="list-style-type: none"> <li>- links to colleges (Southdowns/Highbury/Portsmouth)</li> <li>- apprenticeship providers (PETA)</li> </ul>
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>One to one sessions with PCC Careers Adviser for year 10</p>	<p>Identify techniques we can use to reach all students within the school.</p> <ul style="list-style-type: none"> <li>- via website</li> <li>- via resource centre</li> </ul> <p>New tutoring structure (vertical) will provide opportunities for tutors to engage with students to allow signposting and identification of careers pathways.</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 career paths.	<p>15 different events this year related to STEM.</p> <p>6 aspirational events with local universities with further events planned for 2017-18.</p>	<p>Teachers have been surveyed to find out how they refer to careers in lessons.</p> <p>Meeting with SLT required to identify opportunities to spread careers across the curriculum.</p>

Benchmarks	GATSBY STATEMENT	Trafalgar School – Starting point	Areas for Development/Actions
5. Encounters with Employers & 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.	2 PD days where Barclays Life Skills have run sessions across the school to improved confidence and problem solving. Year 10 completed 2 weeks work experience with a range of employers. Year 11 involved in mentoring programme through EBP. Solomon theatre production to year 9 & 10 students about choices after school and careers pathways.	Move work experience launch to 8th October 2017 to allow students greater access to work experience providers. Increase links with local employers through Careers Champions and Enterprise Adviser. Get greater involvement from apprenticeship providers to attend parent's evenings.
6. Experiences of Workplaces	Every pupil should have first-hand experience of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	Year 10 completed 2 weeks work experience with a range of employers. Year 11 involved in mentoring programme through EBP.	Increase links with local employers through Careers Champions and Enterprise Adviser. Get greater involvement from apprenticeship providers to attend parent's evenings. Develop careers centre on school website so that local employers can notify us of vacancies (apprenticeships)
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	Year 10 & 11 assemblies for local colleges. Years 7 - 9 have been involved in 23 activities with local universities and STEM providers.	Developing links with PETA and PCC Apprenticeship advisers <ul style="list-style-type: none"> <li>- further work required in terms of calendaring events</li> </ul> College's need to be encouraged to support schools <ul style="list-style-type: none"> <li>- not gifting courses too early (students become demotivated)</li> </ul>
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 that 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	Tutor roles under development in new vertical tutoring which will provide opportunities for discussion and support to students. Reviewing PCC Careers Adviser role and hours so that more students are seen earlier.	Developing new admin/support role Need more contact from employers and scheduling of practice interviews. Requires planning and resourcing in terms of time on calendar and rooming's to accommodate one to one sessions.

## Trafalgar School Strategy

### Objectives

- Provide access to impartial, independent and personalised careers education, information, advice and guidance for all students.
- Implement an explicit publicised careers policy and careers curriculum
- Assign a governor with responsibility for ensuring the school supports students to relate their learning to careers and the world of work from an early age.

Gatsby Benchmark(s)	Objective	SMART goals/Targets/KPI's	Activities	Who?	By when?
3, 5, 6, 8	Every student will meet with an employer to begin learning about the world of work.	100% of year 10 - 11 students will have had a careers talk with a local adviser by July 2019 who will be able to advise them about potential a progression routes through college courses or apprenticeships which will help students identify their pathways.	- PCC Careers (Dorleen Shim) will make contact and have frequent appointments on site with students from year 11 in the first instance then progress to year 10.	- Careers Lead (KJE) - Dorleen Shim PCC - EBP careers Advisors - External Employers conducting mock interview days.	July 2019
		100% of years 9 -10 will have developed an action plan with support from their tutor to identify their next steps for 2019.	- With support, students will have identified an initial career path and have knowledge of the courses or job training that is available to them. - Action plans will include a timeline of events and goals for students to achieve. - This will be achieved through vertical tutoring session where students will have academic and pastoral discussions with tutors.	- Tutors  - Student and Tutor	On going
		100% of Year 10 students will have had the opportunity to complete a period of work experience by July 2019.	- Year 10 big interview day - Initial interview with prospective employer - 10 days work experience	- Local employers to provide interview experience - WEX employer	June 2019 and ongoing
		100% of Years 7-9 will have received 3 talks from employers during personal development days.	- A range of activities on PD days to allow local employers to visit and interview students. - Opportunities for students to ask questions about careers in a variety of sectors.	- Local employers - PETA Apprenticeships	July 2019

Gatsby Benchmark(s)	Objective	SMART goals/Targets/KPI's	Activities	Who?	By when?
5, 7	Every student will be exposed to the options within further education and apprenticeships.	100% of Year 10 & 11 students will have met with external providers who can advise them about further education and apprenticeships.	<ul style="list-style-type: none"> <li>- Invitation to local colleges to send a representative for options evenings and careers events.</li> <li>- PETA Apprenticeship provider has offered support.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Lead (KJE)</li> <li>- Dorleen Shim PCC</li> </ul>	July 2019
2	Improved communication of careers information and advice to students and parents.	By Jan 2019, the school website will have a section for careers with links to external advice and labour market information.	<ul style="list-style-type: none"> <li>- Careers Manager to liaise with Headteacher to develop a section on the school website accessible to students and visitors.</li> <li>- Careers to be LM directly by new Ast Headteacher</li> </ul>	<ul style="list-style-type: none"> <li>- Headteacher (CCO)</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2018 and ongoing
		By Sept 2018 Careers will be included in KS4 parents' evenings.	<ul style="list-style-type: none"> <li>- Organise visits from PCC, PETA, Local Colleges, BAE, Navy, other local employers</li> </ul>	<ul style="list-style-type: none"> <li>- Deputy Head Pastoral (GPE)</li> <li>- Assistant Headteacher (MCA)</li> <li>- Head of House</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2018 and ongoing
		Students can access up to date careers advice from the school's central 'careers hub' at any time of day.	<ul style="list-style-type: none"> <li>- Invest in training for in-house careers advisor role</li> <li>- Explore possibility of using SUN funding</li> </ul>	<ul style="list-style-type: none"> <li>- Headteacher (CCO)</li> <li>- Assistant Headteacher (MCA)</li> <li>- Deputy Head Pastoral (GPE)</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2018
1, 4	Embed careers curriculum across all subjects in the school by July 2019	100% of subjects in the school will have mapped out where careers can be discussed within lessons to link learning to the world of work.	<ul style="list-style-type: none"> <li>- Strategy group comprised of subject leaders to meet and agree how to implement careers across the curriculum.</li> <li>- develop a whole school approach</li> <li>- ensure it forms part of every depts. Improvement Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Asst. Head Teaching &amp; Learning (ARA)</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2019 curriculum maps show evidence
		75% of students completing a satisfaction survey will be able to identify 4 skills they have learnt that are relevant to the world of work by June 2019.	<ul style="list-style-type: none"> <li>- Student survey after PD days and interaction with employers.</li> </ul>	<ul style="list-style-type: none"> <li>- Deputy Head Pastoral (GPE)</li> <li>- Assistant Headteacher (MCA)</li> <li>- Careers Lead (KJE)</li> </ul>	PD day 4 Aspiration April 2019
6	All work experience placements are to be handled in house through the Salterns Academy Trust.	New member of staff to be trained and begin liaising with V Etherington at ALNS our sister school to develop the database for WEX. (This is a move away from EBP)	<ul style="list-style-type: none"> <li>- Launch the database for Salterns Academy Trust.</li> <li>- Develop a shared vision in line with the CEIAG strategy.</li> <li>- First students registered for WEX October 2018.</li> <li>- First students on WEX June 2019</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Manager ALNS</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2018



## Stakeholder and Employee Engagement

Trafalgar School continues to nurture working relationships with: EBP; Barclays life skills; Formaplex; Royal Navy; UTC; Sailing organisations; the police and other front line services; local colleges and universities and most recently Oxford university. This is in order to explore as many opportunities as possible with our students with the overriding aim of opening their eyes to the world of possibilities before them. We firmly believe in raising students' aspirations through regular opportunities and experiences outside of the everyday curriculum and our careers provision forms an important part of that moving forward.

The half termly newsletter has been the main means of communicating these experiences to parents to date but plans are in place to develop an interactive, careers focussed section on the school website which will be launched in line with the schools' 'careers hub'. In addition to this, we hope to train a dedicated member of staff in careers guidance to enable students and parents to access up to date information at their convenience.

## Monitoring and Evaluation

The careers strategy, which will be updated annually, will be monitored by a new Assistant Head teacher, who will have core responsibility of overseeing this to ensure Trafalgar School remains outward thinking in its approach to careers. To support this move, careers will feature in Governors meetings for 2018/19 (linked to data tracking and NEET reporting) with termly reports expected to enable them to provide the necessary challenge to ensure this initiative does not lose momentum.

Governors' minutes will be published on the website for parents and carers to access at any point, as will the updated careers strategy.

## Trafalgar School: Provider Access Policy

*Vision: Regardless of their starting point Trafalgar School students will develop the confidence, knowledge and skills to be successful in the modern world, where leaders are expected to be lifelong learners.*

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact *Kimberley Jeffrey-Davis, Careers Lead / Mark Cathie, Assistant Headteacher*  
Telephone: 02392 6893521 Email: [kjeffery-davis@trafalgarschool.org.uk](mailto:kjeffery-davis@trafalgarschool.org.uk) / [mcathie@trafalgarschool.org.uk](mailto:mcathie@trafalgarschool.org.uk)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7		Kidzania – PD day 4 (aspiration)	
Year 8		Careers Fair – PD day 4 (aspiration)	Event for University Technical College (on site)
Year 9		Dragons Den – PD Day 4 (aspiration)	
Year 10	Life Skills – work experience preparation sessions	The big interview – PD day 4 (aspiration)	Post-16 taster sessions
Year 11	Small group sessions: future education, training and employment options 1:1 Careers interviews	Small group sessions: future education, training and employment options 1:1 Careers interviews	Post-16 taster sessions
All Years	Subject specific events or activities as appropriate throughout the year. English: visiting authors; maths, Bletchley Park code breaking and PE, Navy bootcamp.		

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