

The Annual Careers Plan CEIAG 2023 to 2024

Rationale

Good quality careers education will raise the aspirations of all young people and help our students to become effective career planners and managers of their own progression through learning and work. It will increase motivation by linking activities in school with preparation for life post 16 and post 18. In providing unbiased CEIAG (Careers Education, Information, Advice and Guidance) our aim is to raise pupil achievement and increase confidence whilst helping to ensure the equality of opportunity for all.

Most people spend many years of their life in a working environment, and it is therefore important to equip our students with the necessary skills for them to make decisions about their future, to know how and where to access information and to link subject areas and qualifications with possible careers.

At Jesmond Park Academy we provide a CEIAG programme for every year group and this includes aspects of work-related learning, enterprise education and financial capability.

We work closely with Newcastle Careers Team. They are in school each week to provide impartial information, advice and guidance for our vulnerable students and support the work done by Sarah Beeley. The school shares student data with this organisation so that tailored support is offered. Parents/carers need to advise the school in writing if they do not wish this data to be forwarded. We also provide impartial IAG to all Year 11 students and selected Post 16 students, and we have chosen to purchase this from EDT. Sarah Beeley, the Careers Leader in school is qualified to Level 6 in Careers Guidance, to support students. Careers Appointments are co-ordinated through the Careers Leader, with support from a dedicated member of the admin team, Lorraine Aspinall. All students can use the National Careers Service website and helpline, and access software, such as Unifrog via the Careers Page on the VLE. CEIAG is on-going throughout the academic year, and we take every opportunity to provide unbiased information, advice and guidance to all members of our school community. All our Y10 students are given the opportunity to undertake a one-week period of experience of work in July. This is an invaluable experience, providing the chance to develop their key skills and sample the world of work.

Careers Champions project

Jesmond Park Academy is the trailblazer for the Careers Champions project which we started in our school in January 2020. This project is now being rolled out nationally. The Careers Champion Project was set up in partnership with our Enterprise Adviser, Catherine Boland. The Careers Champions are the student voice for their Careers programme in school and help out at the Careers Fair.

“As a NCW champion, I'm proud to be able to speak for the rest of my 6th form community, to make the transition from school to work, apprenticeships or further education easier and more exciting.” Careers Champion Year 13 Leaver 2023.

In school, we have two students from each year group, 7-13 acting as National Careers Week Student Careers Champions.

Job Profile and Description

A National Careers Week (NCW) Student Careers Champion is someone who is responsible for helping students to learn more about their options for education and future careers. They do this by working closely with the Careers team in school.

Duties and Responsibilities

- A Student Career Champion provides support to the School's Careers team with feedback on the existing careers activities.
- They may be asked to answer various questions from students or their parents about the school's programme of careers education and support.
- They will collaborate with their team on a project, which will improve or add to the existing careers activities.
- They may support with planning and organising various talks and events.
- They will be invited to take part in careers champion meetings to be held monthly.

- They may act as a guide for employers and professionals who are visiting the school, for the purpose of taking part in career talks and events.
- They will be requested to act as mentors for the Career Champions who follow them.

Skills you will develop

- A NCW student careers champion will have the opportunity to develop exceptional communication skills and interpersonal skills.
- A NCW student careers champion will be expected to be dependable and trustworthy.
- A NCW student careers champion should be open to new experiences and comfortable to work as part of a team.
- A NCW student careers champion will be encouraged to be an active listener and contribute to discussions allowing everyone to have a voice.
- A NCW student careers champion should have a desire to support their colleagues and try to think of creative solutions when facing a problem.
- NCW student careers champions are expected to be ambassadors for their school, and role models for their peers.

For further information about our careers and work-related programme please contact our Careers Leader, Mrs Sarah Beeley, sbeeley@jesmondparkacademy.org.uk or our Consultant Careers Leader Mrs Sue Taylor on staylor@jesmondparkacademy.org.uk

Success Criteria

The principles of impartial careers education will have been implemented.

Good quality, impartial careers education:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps young people to progress

“Career guidance is a purposeful learning opportunity which supports individuals and groups to consider and reconsider work, leisure and learning in the light of new information and experiences and to take both individual and collective action as a result of this.”

Hooley, Sultana and Thomsen, 2018

Code of Practice

Jesmond Park Academy has been awarded the **Quality in Careers Standard**.

This is awarded by **Inspiring IAG** which is a Licensed Awarding Body for the national standard.

The aim of the award is to:

1. Help schools to meet Statutory Guidance (2018) and the Careers Strategy and to look at the **quality** elements of CEIAG through **external assessment and validation**, which will also incorporate and go beyond, the Gatsby benchmarks.
2. Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
3. Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
4. Ensure the organisational policies relating to careers education, information, advice and guidance (CEIAG) are up to date and regularly reviewed and reflect this code of practice and Statutory guidance.
5. Empower young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.
6. Provide young people from year 8 onwards access to impartial professionally qualified careers guidance^[1] and ensure formal regular assessment arrangements are carried out of the guidance practitioner, by appropriately qualified^[2] senior staff to determine ongoing competency.
7. Offer all young people access to impartial and independent^[3] careers guidance^[4], at a time and place that suits their needs.
8. Ensure that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other relevant subjects and that there is a formal system in place to ensure the competency of all staff in delivering CEIAG.
9. Work in partnership, where appropriate, with opportunity providers including employers, FE and training providers, and youth support services. This should include technical education qualifications (T levels) and apprenticeships.
10. Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.
11. Involve young people in the design, delivery and evaluation of CEIAG programmes.
12. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations

Criteria for identifying vulnerable students

Newcastle Careers Team 2023-2024

- The team are part of **Inclusion** and therefore have a new focus: support, advice, and guidance across the whole school
 - They will support events from Y9 upwards
 - They identified a specific cohort:
 - Known to Youth Justice Service/ part of alternative provision/Children in Care/Asylum Seekers and Refugees.
 - They then asked us as a school to to set our own criteria, The Careers Leader met with the KS4 Team
 - less than 70% attendance, EAL, at risk of becoming NEET, KS4 Team concern, predicted grade 3's or below in both English and Maths.
 - The additional support could involve working with staff training/curriculum development.

In Newcastle City Council, there is a dedicated SEN Caseworker Team, they will write, update EHCP and an SEN Caseworker is allocated to the School. The SEN Caseworker will attend the annual reviews and offer advice and guidance about Post 16 options.

CONTENTS

1	Development priorities
2	Summary of provision
3	Calendar of main activities and events Careers Assemblies Schedules
4	Agreements and Engagement with Partners and Providers
5	Allocation and deployment of resources
6	Framework for evaluation
7	Staff development
8	Roles and responsibilities
9	Leadership and management

1 – Development priorities

Development priorities				
GOALS (What your main goals are)	LED BY? (Who will lead on each goal?)	RESOURCES (What resources will you need?)	BY WHEN? (When do you aim to achieve this goal?)	SUCCESS CRITERIA (How will you know that you have been successful?)
1.Re-Accreditation of the IAG Award	SBE/ST	Collaboration with S Beeley and NSH	Dec 2023	Re-accredited for another 3 years
2. Introduce and embed Unifrog into all aspects of school	SBE/NSH	Unifrog Training, CPD time for staff, access to computers for sessions, with dedicated time.	July 2024	Student and staff voice and SBE can monitor usage of platform.
3. Embed Sixth Form careers education	ARC/LDE/ST/SBE	Use of Unifrog will help with materials for tutorials, improved links with Industry, access to IT, offering sixth formers experiences of the workplace.	July 2024	Positive feedback from Careers Champions
4.Achieve all 8 Gatsby Benchmarks	SBE/ST	Collaboration with NSH/SB/ARC/RSF/all staff	July 2024	Compass score currently 7 fully achieved, 1 partially

5. Use of Compass+ for destination tracking for 3 years plus	SBE/NSH/EA	Training from EA and support from Unifrog and admin team	July 2024	1st year of destinations will be recorded on Compass + 23/24.
6. Continue careers workshops, seminars and assemblies. Consolidate employer engagement	SBE/ST	Support from EA/Sixth form team Work with Altitude foundation and NU Foundation	July 2023 July 2024	At least 3 encounters per year group Student and staff feedback positive
7. Benchmark 1 project Continuing	EA/SBE/ST	2 students per year group to be Careers Champions Staff Careers Champions relaunch	Relaunch Oct 2022 January 2023	Ongoing and developing. First impacts: NCW and website Volunteers come forward
8 All staff to participate in NCW	SBE/LAA/EA/ST	Staff briefing Jan 2024	March 2024	Signs on doors. Careers content in at least 1 lesson per class during the week

2 - Summary of provision

Summary of provision		
Target group	Careers and work-related education activities including financial capability, enterprise and employability	Careers information, advice and guidance
Year 7	<p>Use of VLE classroom</p> <p>Posters around school</p> <p>My skills, superlearner, intro to Unifrog software</p>	<p>VLE Careers Classroom</p> <p>UniVenture Newcastle University trip</p> <p>Assemblies</p> <p>Pastoral referral EDT interviews</p> <p>Unifrog</p>
Year 8	<p>As above, NHS Careers Competition, performance in education on NHS careers</p> <p>Unifrog</p>	<p>VLE Careers Classroom</p> <p>Investigate your Future Newcastle University trip</p> <p>Pastoral referral EDT interviews</p> <p>Assemblies</p> <p>Unifrog</p> <p>Supporting Primary Careers (West Jesmond)</p>

Year 9	<p>Careers Fair</p> <p>Lessons on career exploration, LMI, equality & diversity</p> <p>Unifrog</p>	<p>Mad Day future dentists and doctors, Newcastle University</p> <p>EDT interviews by request</p> <p>Newcastle Careers Service support</p> <p>Assemblies</p> <p>Unifrog</p> <p>DWF law workshops</p>
Year 10	<p>NU Foundation sessions</p> <p>Experience of Work: visits, tasters and work placements</p> <p>Unifrog</p>	<p>MF:MC Citywide Careers Event</p> <p>Jesus College visit</p> <p>EDT interviews by request</p> <p>Newcastle Careers Service support</p> <p>Assemblies</p> <p>Unifrog</p>

<p>Year 11</p>	<p>Careers Fair</p> <p>PD lessons to continue, NU Foundation portfolios, CV writing, blogging, uni research and personal finance</p> <p>Unifrog</p>	<p>Student Guide to student life (Newcastle Uni Seminars)</p> <p>Jesus college talk/ St Anne's Oxford talk</p> <p>Targeted Newcastle Careers Service Interviews/EDT Traded</p> <p>Open evening</p> <p>Interviews from 6th form tutors</p> <p>Assemblies</p> <p>Unifrog</p>
<p>Year 12 (one year)</p>	<p>Careers Fair</p> <p>Work Experience</p> <p>Ad hoc careers related workshops</p> <p>Unifrog</p>	<p>HE & Apprenticeships Evening</p> <p>EDT Interviews by referral</p> <p>One to one and group tutorials</p> <p>Newcastle College links</p> <p>Apprenticeship support ASK</p> <p>Apprenticeships speed dating</p> <p>Unifrog</p>

<p>Year 12 (two year)</p>	<p>Careers Fair Ad hoc careers related workshops Work placements for Primary ed/dentists/medics/nurses Unifrog</p>	<p>EDT Interviews by referral HE & Apprenticeships Evening One to one tutorials UCAS Days Oxbridge support Medic/Dentistry support University visits Apprenticeship support Unifrog</p>
<p>Year 13 (two year)</p>	<p>Careers Fair Ad hoc careers related workshops Unifrog</p>	<p>EDT Interviews by referral One to one tutorials Medic/Dentistry/teaching/nursing support, including mock interviews, plus on request Oxbridge support, including mock interviews and Cambridge trip Apprenticeship support Unifrog</p>

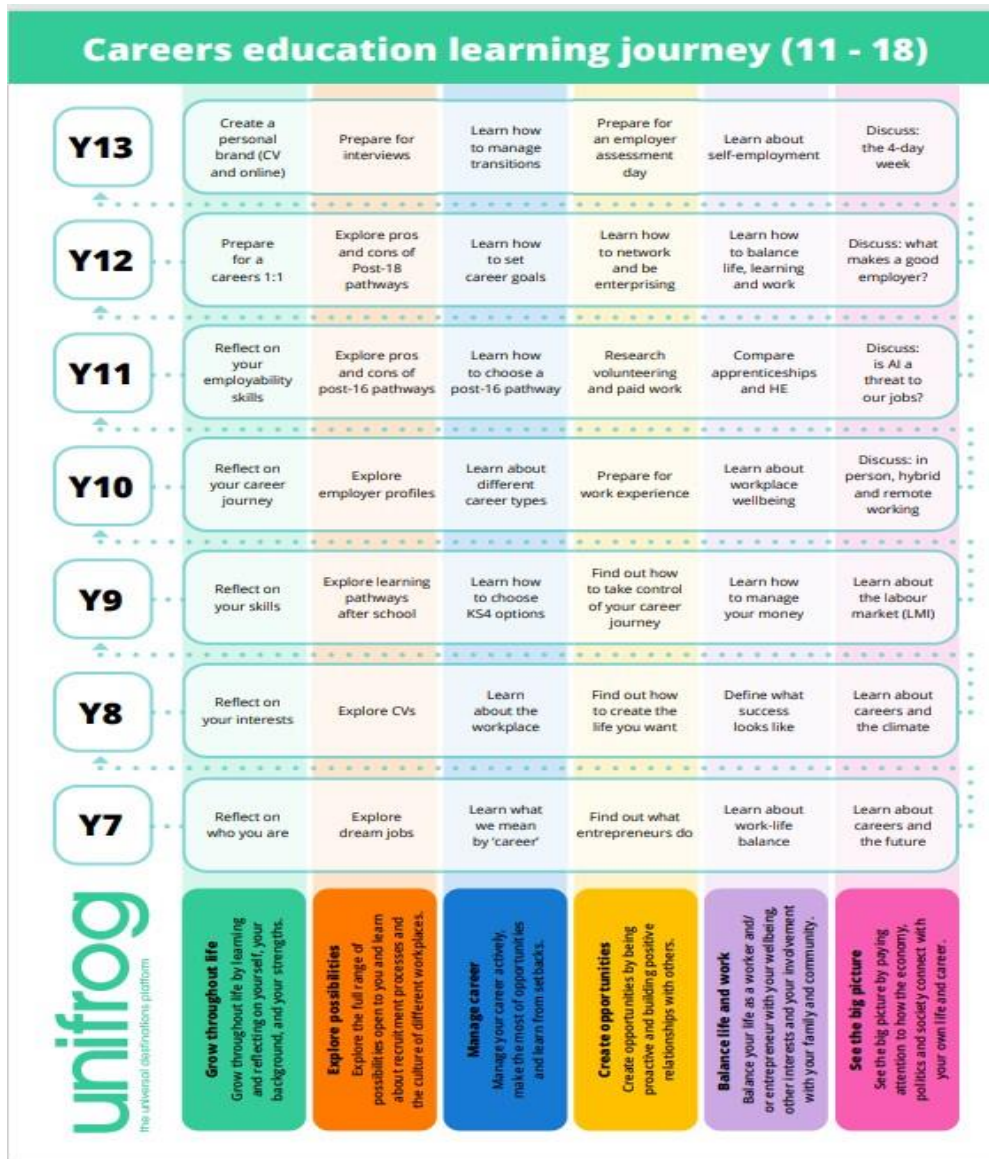
Careers, Employability and Enterprise Audit across the Curriculum

Curriculum area _____ Careers Activities – super curricular _____ Staff _____ ST/SBE

Year group		What are the activities used?	Developing yourself through careers, employability and enterprise education	Learning about careers and the world of work	Developing your career management, employability and enterprise skills
7		Bring it on seminar	x	x	x

8	NHS Careers Competition	x	x	
9	Careers Fair Five Star Futures, DWF Law	x	x	x
10	Citywide Careers Fair, My Future:My Choice Event Work Experience	x	x	x
11	Careers Fair ASK Assembly and workshops	x	x	x

Post 16		Careers Fair	x	x	x
		ASK Assembly and workshops			



Curriculum Content

Personal Development (Pd) Topics

Year 10 Pd is a non-examination course that covers modules on Careers, Cz/PHSE, RE and Study skills, in addition it responds to emerging student needs and therefore is prone to regular changes and updates. Each topic draws on prior learning from previous years and builds on understanding from KS3 programmes of study.

The content develops and deepens the core knowledge that will underpin all areas of the curriculum at KS4 and KS5.

Topic	Rationale	Knowledge acquisition	Key vocabulary	Skills and enrichment e.g independence, problem solving, evaluation, analysis, creativity, literacy, numeracy and oracy
<i>Careers</i> How to complete a curriculum vitae?	This module helps students to prepare for future applications.	1. What is a CV and how do you complete one?	Curriculum Vitae, employability, résumé, key skills, references.	Independent research and study. Investigating the job market

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<p><i>Careers</i></p> <p>How to be successful on work experience.</p>	<p>This module helps to prepare students for experience in the world of work.</p>	1. What does work experience entail?	Placement, checklist, guidelines, health and safety, employer assessment. Active listening skills.	<p>Independent research and study.</p> <p>Experience in the world of work</p>
		2. What are employability skills?	Communication, teamwork, problem solving, self-belief, self-management, YEUK.	
		3. What have you learnt on your placement?	Reflection, responsibilities, Teamwork, Initiative, ICT Problem Solving, Creativity.	

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<p><i>Careers</i></p> <p>Careers - next steps</p>	This module gives students an opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for their individual needs.	1. What advice is available in the Careers classroom?	Advice, investigation, future, choices, strengths, weaknesses, modern apprenticeships, traineeships, college, university, further education, higher education	Independent research and study. Investigating the job market.
		2. What does the application process involve?	Apply, application, process, interview, aptitude test, website, references	
		3. What career/s do you have in mind?	Advice, job search, transferrable skills, qualification.	
		4. Job or university search	UCAS Self-aware Skills	

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Topic	Rationale	Knowledge acquisition	Key vocabulary	Skills and enrichment e.g independence, problem solving, evaluation, analysis, creativity, literacy, numeracy and oracy
<i>Careers</i> Careers future pathways	This module encourages students to reflect on their future pathway and what they need to do to improve their chances in the world of work	1. What are my options after my GCSEs?	Options, advice, advantages, and disadvantages	Independent learning skills to acquire information. Use various sources of information including tutors, teachers, and online
		2. What are the benefits of volunteering?	Benefits, volunteering, opportunities, experience, dream job	

Calendar of main CEIAG activities and events (2023/2024) Dates and timings may be subject to change

	KS3 Year 7 'I discover'	KS3 Year 8 'I explore'	KS3 Year 9 'I focus'	KS4 Year 10 'I plan'	KS4 Year 11 'I decide'	KS5 P16 'I prepare'
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<p>Sept</p>	<p>Careers in Curriculum</p> <p>IntoUniversity all year</p> <p>Careers Champions launch</p>	<p>Careers in Curriculum</p> <p>IntoUniversity all year</p> <p>NU Foundation targeted support 1day all term</p> <p>Careers Champions launch</p>	<p>Careers in Curriculum</p> <p>IntoUniversity all year</p> <p>Launch off Altitude Foundation Coding/Careers Club (fortnightly)</p> <p>Careers Champions launch</p>	<p>Careers in Curriculum</p> <p>IntoUniversity all year</p> <p>Careers Champions launch</p>	<p>Careers in Curriculum</p> <p>IntoUniversity all year</p> <p>CEIAG Assembly</p> <p>Careers Champions launch</p>	<p>Careers in Curriculum IntoUniversity all year</p> <p>UCAS – 1-1 Early applications</p> <p>Careers Champions launch</p> <p>Careers focus in Group Tutorials One Careers Lesson per half term</p>
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<p>Oct</p>	<p>Careers in Curriculum</p> <p>Introduction to CEIAG in Citizenship lessons</p>	<p>Careers in Curriculum</p> <p>NHS Careers Performance in Education, all options</p>	<p>Careers in Curriculum</p> <p>Five Star Futures, DWF Law all year</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p> <p>NCT/EDT 1:1 interviews</p>	<p>Careers in Curriculum</p> <p>NCT/EDT Careers 1:1 Appointments</p> <p>UCAS 1-1</p> <p>HE evening later in year</p> <p>Launch of Reece Scholarship</p>
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<p>Nov</p>	<p>Careers in Curriculum</p> <p>Green Careers Week Tutorial-LMI</p>	<p>Careers in Curriculum</p> <p>Green Careers Week Tutorial-LMI</p> <p>CEIAG Assembly</p>	<p>Careers in Curriculum</p> <p>Green Careers Week Tutorial-LMI</p> <p>CEIAG Assembly</p>	<p>Careers in Curriculum</p> <p>Green Careers Week Tutorial-LMI</p> <p>CEIAG Assembly</p> <p>NU Futures seminars</p>	<p>Careers in Curriculum</p> <p>Green Careers Week Tutorial-LMI</p> <p>CEIAG Assembly</p> <p>Careers Service/EDT 1:1 interviews</p>	<p>Careers in Curriculum</p> <p>Green Careers Week Tutorial-LMI</p> <p>UCAS 1-1</p> <p>Life as a Lawyer (TBC)</p> <p>Careers focus in Group Tutorials</p>
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<p>Dec</p>	<p>Careers in Curriculum</p> <p>Careers at Christmas Calendar-Panjango tutorials</p>	<p>Careers in Curriculum</p> <p>Careers at Christmas Calendar-Panjango tutorials</p>	<p>Careers in Curriculum</p> <p>Careers at Christmas Calendar-Panjango tutorials</p>	<p>Careers in Curriculum</p> <p>Launch Unifrog</p>	<p>Careers in Curriculum</p> <p>Parents evening CEIAG appointments (tbc)</p> <p>6th Form Open Evening</p> <p>Careers Service/EDT 1:1 interviews</p>	<p>Careers in Curriculum</p> <p>UCAS 1-1</p>
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<p>Jan</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p> <p>6 Careers sessions in Citizenship lessons</p> <p>Jesus College talk (tbc)</p>	<p>Careers in Curriculum</p> <p>Citywide Careers Fair MF:MC, My Future, My Choice</p>	<p>Careers in Curriculum</p> <p>6 Careers sessions in Personal Development lessons</p> <p>6th Form transition support</p> <p>Apprenticeships assembly (tbc)</p> <p>Careers Service/EDT 1:1 interviews</p>	<p>Careers in Curriculum</p> <p>Citywide Careers Fair MF:MC, My Future, My Choice</p> <p>Apprenticeship support</p> <p>EDT 1:1 interviews</p> <p>Careers focus in Group Tutorials</p>
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<p>Feb</p>	<p>Careers in Curriculum</p> <p>National Apprenticeships week Assembly and activities</p> <p>Introduction to CEIAG software in Citizenship lessons</p> <p>Launch Unifrog</p>	<p>Careers in Curriculum</p> <p>National Apprenticeships week Assembly and activities</p> <p>PAL Activity, webinar ASK</p> <p>Launch Unifrog</p>	<p>Careers in Curriculum</p> <p>National Apprenticeships week Assembly and activities</p> <p>Year 9 Options Evening (tbc)</p> <p>Parents evening CEIAG appointments (tbc)</p> <p>Launch Unifrog</p>	<p>Careers in Curriculum</p> <p>National Apprenticeships week Assembly and activities</p>	<p>Careers in Curriculum</p> <p>National Apprenticeships week Assembly and activities</p> <p>Apprenticeships application workshops</p> <p>6th form interviews</p> <p>CEIAG input in “How to support your child in the GCSE exams” parents evening (tbc)</p> <p>Launch Unifrog</p> <p>Careers Service/EDT 1:1 interviews</p>	<p>Careers in Curriculum</p> <p>National Apprenticeships week Assembly and activities</p> <p>Dentistry work experience (tbc) goes ahead</p> <p>EDT 1:1 interviews</p> <p>Launch Unifrog</p>
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<p>March</p>	<p>Careers in Curriculum</p> <p>National Careers Week Assemblies and cross curricular activities</p>	<p>Careers in Curriculum</p> <p>NCW Assemblies and cross curricular activities</p>	<p>Careers in Curriculum</p> <p>NCW Assemblies and cross curricular activities</p> <p>FutureMe group work and 1:1 mentoring (tbc)</p> <p>St Anne's Oxford talk (tbc)</p> <p>JPA Careers Fair</p>	<p>Careers in Curriculum</p> <p>NCW Assemblies and cross curricular activities</p>	<p>Careers in Curriculum</p> <p>NCW Assemblies and cross curricular activities</p> <p>6th Form transition support</p> <p>Careers Service/EDT 1:1 interviews</p> <p>JPA Careers Fair</p>	<p>Careers in Curriculum</p> <p>NCW Assemblies and cross curricular activities</p> <p>Oxbridge Conference (tbc)</p> <p>EDT 1:1 interviews</p> <p>ASK Apprenticeship assembly (tbc)</p> <p>Careers focus in Group Tutorials</p> <p>JPA Careers Fair</p>
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April	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum My Big Career Coaching, online guidance, targeted support to 50+ students	Careers in Curriculum Parents eve CEIAG appointments (tbc)	Careers in Curriculum 6 th Form transition support Careers Service/EDT 1:1 interviews	Careers in Curriculum UCAS Convention (tbc) EDT 1:1 interviews
May	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum Careers Service/EDT 1:1 interviews 6 th Form transition support	Careers in Curriculum Careers Seminars EDT 1:1 interviews Careers focus in Group Tutorials

June	<p>Careers in Curriculum</p> <p>Univenture Day at Newcastle University (tbc)</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p> <p>Medicine & Dentistry Day Newcastle University (tbc)</p>	<p>Careers in Curriculum</p> <p>2 Day Cambridge residential (tbc)</p>	<p>NCT transition support</p> <p>6th Form bridging course</p> <p>6th Form transition support</p>	<p>Careers in Curriculum</p> <p>University open days tbc</p> <p>Oxford open day – residential (tbc)</p>
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<p>July</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p>	<p>Careers in Curriculum</p> <p>Work Experience</p> <p>Experience of Work Week, mock interviews (tbc)</p> <p>Careers Service meet targeted Y10 students</p>	<p>Careers Service transition support</p> <p>6th Form transition support</p> <p>Careers Service workshop for students leaving JPA</p>	<p>Careers in Curriculum</p> <p>Medics work experience (tbc)</p> <p>Bitesize uni – Newcastle Uni (tbc)</p> <p>Jesus College – residential (tbc)</p> <p>Careers focus in Group Tutorials</p>
<p>August</p>					<p>6th Form support of results day and beyond</p> <p>Careers Service support on results day and beyond</p>	<p>6th Form support of results day and beyond</p>

Date	Year Group	Careers Assembly Subject/SBE/NSH
Friday 08/12/23	8	NHS Performance in Education-Drama workshop, all options
Monday 06/11/2023	7	Green Careers Week-
Tuesday 07/11/2023	8	Green Careers Week-Employer-Equinor-Tom Nightingale Guest Speaker
Wednesday 08/11/2024	9	Green Careers Week-
Thursday 09/11/2024	10	Green Careers Week-
Friday 10/11/2024	11	Green Careers Week-
After Christmas	10	Launch WEX/Unifrog, Unifrog to all year groups

Wednesday 07/02/24	9	T-Levels-Newcastle College
Thursday 08/02/24	10	T-Levels-Newcastle College
Friday 09/02/24	11	T-Levels-Newcastle College
Thursday 15/02/24	10	Ask Apprenticeships-
Friday 16/02/24	11	Ask Apprenticeships-
TBC	2x12	Ask Apprenticeships-Yr 12/Employer Talk
TBC	2x13	Ask Apprenticeships-Yr13/Employer Talk
Monday 04/03/2024	7	National Careers Week
Tuesday 05/03/2024	8	National Careers Week

Wednesday 06/03/2024	9	National Careers Week
Thursday 07/03/2024	10	National Careers Week-Ryder WEX opps & future opps, Lesley Scott NU Foundation/Ryder
Friday 08/03/2024	11	National Careers Week

4 - Agreements and Engagements with Partners and Providers

Agreements with providers		
Name of provider	Contact information	Services to be provided
Newcastle Careers Team	Ann Graham	Careers Guidance
EDT	Lynne Cope	Careers Guidance
Unifrog	Kathryn Donnelly	Software including tracking
NE1 Can	Kerry McCabe	Visits to employers
Newcastle College	Katie McCluskey	Bespoke Y11 and 12 visits
DWF Law	Emma McCullen	Year 10 employability project "Five Star Futures"
ASK	Jodene Aspinall	Assemblies-yr10-13 and parent talks on apprenticeships. Workshops for applications Y11 and sixth form

5 – Allocation and deployment of resources

Self-help information provision	
Type of provision	Details
Careers resources area of library/learning resources centre	Sections in both Libraries
Careers pages on website/VLE	Careers classroom Lessons and teaching resources in Citizenship/PD classrooms Success at school interactive poster and booklets in 11 curriculum areas
Digital media (texts, tweets, display screens)	Website for careers news and contact details. Tweets by @nerjasue_Futures retweeted by school. EA also tweets @Cathy_Boland Jesmond Park Futures branding
Noticeboards and displays	Display boards in every area

6 – Evaluation schedule

Evaluation schedule		
Evaluation focus	Evaluation methods	When?
Benchmarks	Compass	Termly
Newcastle Careers Service EDT work	Student voice Evaluation meetings with link adviser Meetings with Pas and their managers	Ongoing
Careers Fair	Delegate feedback Student voice Teacher voice Parent voice Careers Team Meeting	July

Work Experience	References from employers Student logbooks Student voice Parent voice	July
Careers Lessons	Learning walks, book and folder scrutiny	annually Jan-Feb for Y9 and 11
Employer/Uni engagements	Student voice Employer feedback	Ongoing

7 - Staff development

Following discussions with staff, and with reference to the whole school development plan, the training needs analysis appears below:

Staff development			
Identified staff (individuals and groups)	Professional learning and development needs to be met	How those needs will be met	When?
Joanne Metcalfe, Head of Religious Education and Citizenship	Sharing knowledge of quality award Discussion of lessons and resources	Meetings	As needed
Nigel Holmes	Line managing Careers leader & Consultant Careers Leader	Weekly meetings and updates	Ongoing
Sarah Beeley	Managing day to day careers. Induction to CEIAG at JPA.	Teams meetings,	Ongoing
Lorraine Aspinall	Administration support Careers	Regular meetings	Ongoing
Cz & PD teachers	Unifrog, Work experience, employability skills,	Special meetings and faculty meetings	As needed

6 th form team	Supporting students' applications for apprenticeships and part time work Unifrog	Updates from ASK Year 12, create, Year 13 review	Ongoing Ongoing
Form Tutors	Year 9 tutors Year 10 tutors for WEX Year 11 tutors for transition support of their classes All form tutors	Assemblies and Team meetings Attendance at team meetings, and emails Attended NCW assembly	Ongoing
Staff volunteer per department	Career Champion	Meetings and emails	Relaunch Oct 2021
All staff	CEIAG updates Newsletters National Careers Week	Staff briefings	Half termly updates

8 – Roles and responsibilities

Roles and responsibilities	
Roles	Person
Trustee	Derek Neill
Senior leader with overall responsibility for careers provision	Nigel Holmes
Head of Sixth Form	Andy Costello
Deputy Head of Sixth Form-Careers	Louise Delaney
Senior 6 th Form Tutor	Julie Routledge
SEND/CO	Claire Munro
Deputy SEND/CO	Jaime Watson
SLT	Chris Aitken
Careers leader	Sarah Beeley
Consultant Careers Leader	Sue Taylor
Newcastle Careers Service PA's, Local Authority	Becca Croft and Neena Chopra

Newcastle SEN Team, SEN Caseworker, Local Authority	Denise Lumsdent
EDT Careers Advisers	Holly Proud and Karen Medina
Administrative and support staff	Lorraine Aspinall
Teachers and teaching support staff	Cz/PD Lead - Joanne Metcalfe Cz/PD teachers All subject teachers Heads of Year Form Tutors HIARP staff
Pastoral and pastoral support staff	Year Managers Learning Support Staff Post 16 tutors HIARP support staff

9 - Leadership and management – schedule of meetings and tasks

Leadership and management			
	Autumn	Spring	Summer
SLT Meeting Trustees meetings	Report	Report	Report
Careers team	Activity survey Y11 Careers Service/EDT interviews Careers Fair Transition planning for Y11	Careers Fair Routes event NU Foundation Careers Lessons Year 11 transition Work Experience Y10	NU Foundation mock interviews Year 11 transition - intended destinations Dec 23-July 24

Other meetings	<p>Enterprise adviser</p> <p>Newcastle Careers Service</p> <p>City CEIAG group</p> <p>Hub meeting</p> <p>CL Meeting</p> <p>Regular meetings with Senior 6th form tutor</p> <p>West Jesmond Primary careers support</p>	<p>Enterprise adviser</p> <p>Newcastle Careers Service</p> <p>City CEIAG Group</p> <p>Hub meeting</p> <p>Regular meetings with Senior 6th form tutor</p> <p>West Jesmond Primary careers support</p>	<p>Enterprise adviser</p> <p>Newcastle Careers Service</p> <p>City CEIAG Group</p> <p>Hub meeting</p> <p>CL Meeting</p> <p>Regular meetings with Senior 6th form tutor</p> <p>West Jesmond Primary careers support</p>
Tasks	<p>Uni bookings</p> <p>Careers Fair</p> <p>WEX Launches</p>	<p>Careers Fair</p> <p>National Apprenticeships Week</p> <p>National Careers Week</p> <p>WEX Prep Y10 and feedback</p>	<p>Year 12 Yellow week</p>

[1] "Professionally qualified" means an approved Career Development Institute (CDI) advice and guidance qualification at level 6 or above

[2] "Appropriately qualified" in this context means careers advice and guidance qualified

[3] "Independent" means external to the organisation

[4] "Career guidance" as defined by the DfE. "Careers guidance and access for education and training providers". January 2018.