



ECCLESFIELD SCHOOL CAREERS

CAREERS PROGRAMME GUIDE

Review Date: August 2023



COMMITTED TO FUTURE PROSPECTS

Our careers mission is a commitment to providing students with high-quality careers education, information, advice and guidance (CEIAG) appropriate to age and ability.

We have a comprehensive careers programme, offering students the opportunity to develop learning and employability skills, and to increase their understand of further education, employment and training opportunities.

Did you know, we work with employers to provide mentorship, experiences of the workplace, and to increase students understanding of the relevance of their studies?

Lesley Cassell

Careers Adviser

Ecclesfield School



YEAR GROUP 7 CAREER PROGRAMME

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Programme Overview

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Year Group 7: Spring Term Activities

Year Group 7: Summer Term Activities

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NEW BEGINNINGS

During their time at primary school, students might have learnt about the world of work and imagined their future career. This year, we will build deeper insight and help them gain career development skills.

Linking careers to the curriculum

Here's a summary of the Careers Education Activities for Year 7 students – providing an opportunity to highlight the relevance of subjects for a wide range of future career paths.

★ Careers Educations Assembly	Whole Year Group
★ Careers in the Curriculum	Per Subject (x 12 Groups + Alt. Curriculum)
★ Careers Platform Training	Whole Year Group (+ Alt. Curriculum)
★ Careers Education Lessons	Whole Year Group (+ Alt. Curriculum)
★ Extra Curricula Activities	Open Invitation (Extra Curricula)
★ HEPP: Aim Higher	Whole Year Group (+ Alt. Curriculum)

Ecclesfield School Resource

[Download](#) : Team > Careers (Teachers) All Year Groups > Packs for Teachers > Teacher's Education Pack.pdf



YEAR GROUP 7 AUTUMN TERM

ACTIVITIES

During their time at primary school, students might have learnt about the world of work and imagined their future career. We will build on what they know and help them to achieve career development skills.

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AUTUMN

YEAR 7	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Introducing Skills for Learning and Employment	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader; Pastoral Leader Employer or HEPP Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HEPP Engagement
CAREERS PLATFORM JED and Unifrog - Registration and Introduction	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher
ENTERPRISE National Competition	OPEN INVITE (EXTRA CURRIC.) x 1 Gatsby : GB4 + GB5	Who : Careers Leader Employer Engagement
BIG CHALLENGE National Competition	OPEN INVITE (EXTRA CURRIC.) x 1 Gatsby : GB4 + GB5	Who : Careers Leader Employer Engagement



YEAR GROUP 7 SPRING TERM

ACTIVITIES

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SPRING

YEAR 7	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Developing Skills for Learning and Employment	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HEPP Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HEPP Engagement
CAREERS PLATFORM JED and Unifrog Pathways and Careers Locker	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION "New Beginnings" Careers Awareness integrated with Unifrog	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7	Who : SLT; Careers Leader; Careers Adviser Employer or HEPP Engagement
HEPP – AIM HIGHER	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB7	Who : Careers Leader HEPP Engagement



YEAR GROUP 7 SUMMER TERM

ACTIVITIES

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SUMMER

YEAR 7	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Preparing for Year 8	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HEPP Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers; Employer or HEPP Engagement
CAREERS PLATFORM JED and Unifrog Pathways and Careers Locker	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION "New Beginnings" Careers Awareness integrated with Unifrog	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7	Who : SLT; Careers Leader; Careers Adviser Employer or HEPP Engagement

EVALUATING SUCCESS

Our school must evaluate success in delivering the programme of Careers Education Activities, based on the following criteria:

Careers Education Activities

Across year groups, our Careers Education Activities will consistently build student knowledge, in the following areas:

- ★ **Grow throughout life** by learning and reflecting on yourself, your background, and your strengths
- ★ **Explore the full range of possibilities** open to you and learn about the different workplaces
- ★ **Manage your career actively**; making the most of opportunities and learn from setbacks
- ★ **Create opportunities** by being proactive and building positive relationships with others
- ★ **Balance life and work** with your wellbeing, other interests and your involvement with your family and community
- ★ **See the big picture** by paying attention to how the economy, politics and society connect with your own life and career

The Gatsby Benchmarks

The old adage goes 'it's not what you do, it's how you do it'. How our careers activities are delivered will determine which Gatsby Benchmarks are achieved:

- ★ **Gatsby Benchmark 1** : A Stable Careers Programme
- ★ **Gatsby Benchmark 4** : Linking Curriculum Learning to Careers
- ★ **Gatsby Benchmark 5** : Encounter(s) with Employers and Employees
- ★ **Gatsby Benchmark 6** : Encounter(s) with Further and Higher Education

Ecclesfield School Resource

[Download](#) : Team > Careers (Teachers) All Year Groups > Packs for Teachers > Gatsby Benchmarks.pdf

Skills for Life

Skills for Life is woven into the fabric of our Careers Education Activities. These are the core skills our students will need to be able demonstrate in further/higher education and employment:

- ★ **Listener**
- ★ **Speaker**
- ★ **Solver**
- ★ **Creator**
- ★ **Motivator**
- ★ **Aspirer**
- ★ **Leader**
- ★ **Team Player**

Ecclesfield School Resource

[Download](#) : Team > Careers (Teachers) All Year Groups > Packs for Teachers > Skills for Life.pdf

REPORTING

Our Careers Programme meets the Gatsby Benchmarks - a gold standard for careers education in schools. However, it's essential we ensure that all careers activities are tracked, as *interactions*, and critically evaluated, for OFSTED reporting.

★ **Interactions: Careers Programme Activities (Unifrog)**

Teachers / Progress Leaders upload Careers Interactions, via Admin, to Unifrog.

★ **Interactions: 1-1 Careers Adviser Consultations (Unifrog)**

Careers Adviser uploads Individual Development Plans, via Admin, to Unifrog.

★ **Interactions: Sheffield Progress Year 11 Applications (Sheffield Progress)**

Careers Adviser uploads interactions/support, via Admin, to Unifrog.

★ **Post-activity Evaluation Form (Stakeholders)**

After the activity, the leader distributes the evaluation form (Google Forms), to all stakeholders so they can evaluate the success of the activity in meeting its objectives.

Stakeholders include: students, parents / carers, employers, and relevant others.

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Evaluation.pdf

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Interaction Reporting.pdf



YEAR GROUP 8 CAREER PROGRAMME

CONTENT

Programme Overview

Year Group 8: Autumn Term Activities

Year Group 8: Spring Term Activities

Year Group 8: Summer Term Activities

Evaluation

Reporting

STARTING OUT

Students will participate in Careers Education Activities designed to build on their 'Year 7' knowledge about the world of work, while gaining essential careers knowledge and skills.

Linking careers to the curriculum

Here's a summary of this year's Careers Education Activities, for Year 8 students - an opportunity to highlight the relevance of subjects for a wide range of future career paths.

★ Careers Educations Assembly	Whole Year
★ Careers in the Curriculum	Per Subject (x 12 Groups + Alt. Curriculum)
★ Careers Platform Training	Whole Year (+ Alt. Curriculum)
★ Careers Education Lessons	Whole Year (+ Alt. Curriculum)
★ Extra Curricula Activities	Open Invite (Extra Curricula)
★ HEPP: Aim Higher	Whole Year

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Teacher's Education Pack.pdf



YEAR GROUP 8 AUTUMN TERM

ACTIVITIES

Students will participate in Careers Education Activities designed to build on their knowledge about careers and the world of work, while developing essential knowledge and skills.

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AUTUMN

YEAR 8	ACTIVITY	INVOLVEMENT
<p>CAREERS ASSEMBLY Further Skills for Learning and Employment</p>	<p>WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7</p>	<p>Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HEPP Engagement</p>
<p>CAREERS IN THE CURRICULUM</p>	<p>PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7</p>	<p>Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HEPP Engagement</p>
<p>CAREERS PLATFORM JED and Unifrog - Reflection and Future Planning</p>	<p>WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5</p>	<p>Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement</p>
<p>CAREERS MENTORING Targeted Support</p>	<p>TARGETTED x 6 Gatsby : GB4 + GB5</p>	<p>Who : Careers Leader Employer Engagement</p>
<p>BIG CHALLENGE National Competition</p>	<p>OPEN INVITE (EXTRA CURRIC.) Gatsby : GB4 + GB5</p>	<p>Who : Careers Leader Employer Engagement (Mentor)</p>



YEAR GROUP 8 SPRING TERM

ACTIVITIES

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SPRING

YEAR 8	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Improving Skills for Learning and Employment	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HEPP Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HEPP Engagement
CAREERS PLATFORM JED Unifrog – Pathways and Careers Locker	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION “Starting Out” Careers Awareness integrated with Unifrog	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7	Who : SLT; Careers Leader; Careers Adviser Employer or HEPP Engagement
HEPP – AIM HIGHER	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB7	Who : Careers Leader HEPP Engagement



YEAR GROUP 8 SUMMER TERM

ACTIVITIES

Students will participate in Careers Education Activities designed to build on their knowledge about careers and the world of work, while developing essential knowledge and skills.

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SUMMER

YEAR 8	ACTIVITY	INVOLVEMENT
<p>CAREERS ASSEMBLY Preparing for Year 9</p>	<p>WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7</p>	<p>Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HEPP Engagement</p>
<p>CAREERS IN THE CURRICULUM</p>	<p>PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7</p>	<p>Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HEPP Engagement</p>
<p>CAREERS PLATFORM JED and Unifrog - Pathways and Careers Locker</p>	<p>WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5</p>	<p>Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement</p>
<p>CAREERS EDUCATION "Starting Out" Careers Awareness integrated with Unifrog</p>	<p>WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7</p>	<p>Who : SLT; Careers Leader; Careers Adviser Employer or HEPP Engagement</p>

EVALUATING SUCCESS

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Careers Education Activities

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Gatsby Benchmarks

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- ★ **Gatsby Benchmark 5** : Encounter(s) with Employers and Employees
- ★ **Gatsby Benchmark 6** : Encounter(s) with Further and Higher Education

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Gatsby Benchmarks.pdf

Skills for Life

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- ★ **Speaker**
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REPORTING

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Ecclesfield School Resource

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[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Interaction Reporting.pdf



YEAR GROUP 9 CAREER PROGRAMME

CONTENT

Programme Overview

Year Group 9: Autumn Term Activities

Year Group 9: Spring Term Activities

Year Group 9: Summer Term Activities

Evaluation

Reporting

STEPPING UP

Students can participate in Careers Education Activities designed to help them choose subjects and pathways they're going to follow for the next few years.

Linking careers to the curriculum

Here's a summary of this year's Careers Education Activities, for Year 9 students - an opportunity to highlight the relevance of subjects for a wide range of future career paths.

★ Careers Educations Assembly	Whole Year
★ Careers in the Curriculum	Per Subject (x 12 Groups + Alt. Curriculum)
★ Careers Platform Training	Whole Year (+ Alt. Curriculum)
★ Careers Education Lessons	Whole Year (+ Alt. Curriculum)
★ Careers Mentoring	Targeted
★ Careers Adviser 1-1	Targeted
★ Extra Curricula Activities	Open Invite (Extra Curricula)
★ Parents Information Evening	Whole Year
★ HEPP: Aim Higher	Whole Year

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Teacher's Education Pack.pdf



YEAR GROUP 9 AUTUMN TERM

ACTIVITIES

Students can participate in Careers Education Activities designed to help them choose subjects and pathways they're going to follow for the next few years.

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AUTUMN

YEAR 9	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Options & Skills	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HeppSY Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Reflection and Future Planning	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS MENTORING Targeted Support	TARGETTED x 6 Gatsby : GB4 + GB5	Who : Careers Leader Employer Engagement
CAREERS ADVISER 1:1 Careers Guidance	TARGETTED Gatsby : GB3 + GB8	Who : Careers Adviser
PARENT'S INFORMATION EVENING	WHOLE YEAR + ALT. x 1 Gatsby : GB 4 + GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers; Careers Adviser; HE FE Reps HeppSY Engagement



YEAR GROUP 9 SPRING TERM

ACTIVITIES

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SPRING

YEAR 9	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Options & Decision Making	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HeppSY Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Reflection and Future Planning	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION “Stepping Up” Careers Awareness integrated with Unifrog	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7	Who : SLT; Careers Leader; Careers Adviser Employer or HeppSY Engagement
CAREERS ADVISER 1:1 Careers Guidance	TARGETTED Gatsby : GB3 + GB8	Who : Careers Adviser
HeppSY – AIM HIGHER	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB7	Who : Careers Leader HeppSY Engagement



YEAR GROUP 9 SUMMER TERM

ACTIVITIES

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SUMMER

YEAR 9	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Preparing for YR 10	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Progress Leader or Pastoral Leader Employer or HeppSY Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Options & Progression Planning	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION “Stepping Up” Careers Awareness integrated with Unifrog	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7	Who : SLT; Careers Leader; Careers Adviser Employer or HeppSY Engagement
CAREERS ADVISER 1:1 Careers Guidance	TARGETTED Gatsby : GB3 + GB8	Who : Careers Adviser
BIG BANG	OPEN INVITE (EXTRA CURRIC.) GB4 + GB5	Who : Careers Leader; Stem Subject Staff; Careers Assistant; Employers Employer Engagement

EVALUATING SUCCESS

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- ★ **Gatsby Benchmark 6** : Encounter(s) with Further and Higher Education

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Gatsby Benchmarks.pdf

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- ★ **Leader**
- ★ **Team Player**

Ecclesfield School Resource

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REPORTING

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Ecclesfield School Resource

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[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Interaction Reporting.pdf



YEAR GROUP 10 CAREER PROGRAMME

CONTENT

Programme Overview

Year Group 10: Autumn Term Activities

Year Group 10: Spring Term Activities

Year Group 10: Summer Term Activities

Evaluation

Reporting

STEPPING OUT

Students can participate in Careers Education Activities designed to help them choose subjects and pathways they're going to follow for the next few years.

Linking careers to the curriculum

Here's a summary of this year's Careers Education Activities, for Year 10 students - an opportunity to highlight the relevance of subjects for a wide range of future career paths.

★ Careers Educations Assembly	Whole Year
★ Careers in the Curriculum	Per Subject (x 12 Groups + Alt. Curriculum)
★ Careers Platform Training	Whole Year (+ Alt. Curriculum)
★ Careers Education Lessons	Whole Year (+ Alt. Curriculum)
★ Careers Mentoring	Targeted (Extra Curricula)
★ Careers Adviser 1:1	Targeted (Extra Curricula)
★ Extra Curricula Activities	Open Invite (Extra Curricula)
★ Careers Opportunities Evening	Whole Year
★ HEPP: Aim Higher	Whole Year

Ecclesfield School Resource

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YEAR GROUP 10 AUTUMN TERM

ACTIVITIES

During this school year, we will be helping students get hands-on experience of real jobs and think ahead to what they want to do after they are 16.

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AUTUMN

YEAR 10	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Introducing Work Experience	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Progress Leader or Pastoral Leader Employer Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Reflection and Future Planning	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS MENTORING Targeted Support	TARGETTED x 6 Gatsby : GB4 + GB5	Who : Careers Leader Employer Engagement
CAREERS ADVISER 1:1 Careers Guidance	TARGETTED Gatsby : GB3 + GB8	Who : Careers Adviser
CAREERS OPPORTUNITIES EVENING	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Careers Adviser HE and FE Reps, Training Providers, and Employer Engagement
SKILLS YORKSHIRE Interactive Careers Event	OPEN INVITE x 25 (EXTRA CURRIC.) Gatsby : GB5 + GB7	Who : Careers Leader HE and FE Reps, Training Providers, and Employer Engagement



YEAR GROUP 10 SPRING TERM

ACTIVITIES

During this school year, we will be helping students get hands-on experience of real jobs and think ahead to what they want to do after they are 16.

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SPRING

YEAR 10	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Getting the most from Work Experience	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Progress Leader or Pastoral Leader Employer Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Work Experience Options	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION "Stepping Out" Preparing for Work Experience	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5	Who : SLT; Careers Leader; Careers Adviser Employer Engagement
CAREERS ADVISER 1:1 Careers Guidance	TARGETTED Gatsby : GB3 + GB8	Who : Careers Adviser
GET UP TO SPEED (STEM) Interactive Careers Event	OPEN INVITE x 40 (EXTRA CURRIC.) Gatsby : GB5 + GB7	Who : Careers Leader; Subject Teachers (STEM) HE and FE Reps, Training Providers, and Employer Engagement



YEAR GROUP 10 SUMMER TERM

ACTIVITIES

During this school year, we will be helping students get hands-on experience of real jobs and think ahead to what they want to do after they are 16.

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SUMMER

YEAR 10	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Preparing for YR 11	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Progress Leader or Pastoral Leader Employer Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Intended Destination Questionnaire	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS EDUCATION "Stepping Out" Preparing for Post 16 Options	WHOLE YEAR + ALT. (IT ROOM) x 2 Gatsby : GB4 + GB5 or GB7	Who : SLT; Careers Leader; Careers Adviser Employer or HeppSY Engagement
CAREERS ADVISER 1:1 Careers Guidance	TARGETTED Gatsby : GB3 + GB8	Who : Careers Adviser
WORK EXPERIENCE Workplace Learning	WHOLE YEAR + ALT. Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Careers Adviser Employer or HeppSY Engagement
HeppSY – AIM HIGHER	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB7	Who : Careers Leader HeppSY Engagement

EVALUATING SUCCESS

Our school must evaluate success, in delivering the programme of Careers Education Activities, based on the following criteria:

Careers Education Activities

Across year groups, our Careers Education Activities will consistently build student knowledge, in the following areas:

- ★ **Grow throughout life** by learning and reflecting on yourself, your background, and your strengths
- ★ **Explore the full range of possibilities** open to you and learn about the different workplaces
- ★ **Manage your career actively;** making the most of opportunities and learn from setbacks
- ★ **Create opportunities** by being proactive and building positive relationships with others
- ★ **Balance life and work** with your wellbeing, other interests and your involvement with your family and community
- ★ **See the big picture** by paying attention to how the economy, politics and society connect with your own life and career

The Gatsby Benchmarks

The old adage goes 'it's not what you do, it's how you do it'. How our careers activities are delivered will determine which Gatsby Benchmarks are achieved:

- ★ **Gatsby Benchmark 1** : A Stable Careers Programme
- ★ **Gatsby Benchmark 4** : Linking Curriculum Learning to Careers
- ★ **Gatsby Benchmark 5** : Encounter(s) with Employers and Employees
- ★ **Gatsby Benchmark 6** : Encounter(s) with Further and Higher Education

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Gatsby Benchmarks.pdf

Skills for Life

Skills for the Life is woven into the fabric of our Careers Education Activities. These are the core skills our students will need to be able demonstrate in further/higher education and employment:

- ★ **Listener**
- ★ **Speaker**
- ★ **Solver**
- ★ **Creator**
- ★ **Motivator**
- ★ **Aspirer**
- ★ **Leader**
- ★ **Team Player**

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Skills for Life.pdf

REPORTING

Our Careers Programme meets the Gatsby Benchmarks - a gold standard for careers education in schools. However, it's essential we ensure that all careers activities are tracked, as *interactions*, and critically evaluated, for OFSTED reporting.

★ **Interactions: Careers Programme Activities (Unifrog)**

Teachers / Progress Leaders upload Careers Interactions, via Admin, to Unifrog.

★ **Interactions: 1-1 Careers Adviser Consultations (Unifrog)**

Careers Adviser uploads Individual Development Plans, via Admin, to Unifrog.

★ **Interactions: Sheffield Progress Year 11 Applications (Sheffield Progress)**

Careers Adviser uploads interactions/support, via Admin, to Unifrog.

★ **Post-activity Evaluation Form (Stakeholders)**

After the activity, the leader distributes the evaluation form (Google Forms), to all stakeholders so they can evaluate the success of the activity in meeting its objectives.

Stakeholders include: students, parents / carers, employers, and relevant others.

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Evaluation.pdf

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Interaction Reporting.pdf



YEAR GROUP 11 CAREER PROGRAMME

CONTENT

Programme Overview

Year Group 11: Autumn Term Activities

Year Group 11: Spring Term Activities

Year Group 11: Summer Term Activities

Evaluation

Reporting

MOVING ON

During this school year, we will be preparing our students for their progression from school into post:16 opportunities. Students are required to continue in with accredited learning / training until 18.

Linking careers to the curriculum

Here's a summary of this year's Careers Education Activities for Year 11 students - an opportunity to highlight the relevance of subjects for a wide range of future career paths.

★ Careers Educations Assembly	Whole Year
★ Careers in the Curriculum	Per Subject (x 12 Groups inc Alt. Curriculum)
★ Careers Platform Training	Whole Year (inc. Alt. Curriculum)
★ Careers Education Lessons	Whole Year (inc, Alt. Curriculum)
★ Careers Mentoring	Targeted
★ Careers Adviser 1:1	Targeted
★ Extra Curricula Activities	Open Invite (Extra Curricula)
★ Parent Information Evening	Whole Year
★ Careers Opportunities Evening	Whole Year
★ Post 16 Progression Support	Whole Year

Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Teacher's Education Pack.pdf



YEAR GROUP 11 AUTUMN TERM

ACTIVITES

During this school year, we will be preparing our students for their progression from school into post:16 opportunities.

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AUTUMN

YEAR 11	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Preparing Post 16 Transition + Sheffield Progress	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Progress Leader or Pastoral Leader Employer Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Future Planning / Application Status	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS PLATFORM Sheffield Progress / GDPR Sign Up Forms	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS ADVISER 1:1 Careers Guidance	WHOLE YEAR GROUP Gatsby : GB3 + GB8	Who : Careers Adviser
PARENTS' INFORMATION EVENING	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers; Careers Adviser; HE FE Reps HeppSY Engagement
CAREERS OPPORTUNITIES EVENING	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Careers Adviser HE and FE Reps, Training Providers, and Employer Engagement

AUTUMN

YEAR 11	ACTIVITY	INVOLVEMENT
SEARCH & APPLY Apprenticeship Support Sessions	SIGN UP SESSIONS Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Careers Adviser Training Providers, ASK, and Employer Engagement
INTERVIEW SKILLS COURSE + MOCK INTERVIEW	SIGN UP SESSIONS Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Careers Adviser Training Providers, ASK, and Employer Engagement
EMPLOYER PREMISES VISIT	SIGN UP SESSIONS Gatsby : GB5 + GB6	Who : Careers Leader Employer Engagement
SKILLS YORKSHIRE Interactive Careers Event	OPEN INVITE x 25 (EXTRA CURRIC.) Gatsby : GB5 + GB7	Who : Careers Leader HE and FE Reps, Training Providers, and Employer Engagement



YEAR GROUP 11 SPRING TERM

ACTIVITES

During this school year, we will be preparing our students for life after compulsory school finishes.

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SPRING

YEAR 11	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Implementing Post 16 Transition + Sheffield Progress	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Progress Leader or Pastoral Leader Employer Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
CAREERS PLATFORM Unifrog – Future Planning / Application Status	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS PLATFORM Sheffield Progress / GDPR Sign Up Forms	WHOLE YEAR + ALT. (IT ROOM) x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser; Form Teacher Employer Engagement
CAREERS ADVISER 1:1 Careers Guidance	WHOLE YEAR GROUP Gatsby : GB3 + GB8	Who : Careers Adviser
PARENTS' INFORMATION EVENING	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers; Careers Adviser; HE FE Reps HeppSY Engagement
CAREERS OPPORTUNITIES EVENING	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5 + GB7	Who : Careers Leader; Careers Adviser HE and FE Reps, Training Providers, and Employer Engagement

SPRING

YEAR 11	ACTIVITY	INVOLVEMENT
SEARCH & APPLY Apprenticeship Support Sessions	SIGN UP SESSIONS Gatsby : GB2 + GB5	Who : Careers Leader; Careers Adviser Training Providers, ASK, and Employer Engagement
INTERVIEW SKILLS COURSE + MOCK INTERVIEW	SIGN UP SESSIONS Gatsby : GB4 + GB5	Who : Careers Leader; Careers Adviser Training Providers, ASK and Employer Engagement
EMPLOYER PREMISES VISIT	SIGN UP SESSIONS Gatsby : GB5 + GB6	Who : Careers Leader Employer Engagement
SUPPORTED COLLEGE VISIT	TARGETTED SEND Gatsby : GB7	Who : Careers Leader; SEN Depart FE Engagement
BE INSPIRED Apprenticeship Event	OPEN INVITE x 25 (EXTRA CURRIC.) Gatsby : GB2 + GB5	Who : Careers Leader; Careers Adviser ASK Engagement



YEAR GROUP 11 SUMMER TERM

ACTIVITES

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SUMMER

YEAR 11	ACTIVITY	INVOLVEMENT
CAREERS ASSEMBLY Final Steps : Post 16 Transition + Sheffield Progress	WHOLE YEAR + ALT. x 1 Gatsby : GB4 + GB5	Who : Careers Leader; Progress Leader or Pastoral Leader Employer Engagement
CAREERS IN THE CURRICULUM	PER SUBJECT x 12 GROUPS x 1 Gatsby : GB4 + GB5 or GB7	Who : Careers Leader; Curriculum Departments; Subject Teachers Employer or HeppSY Engagement
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SUPPORTED COLLEGE VISIT	TARGETTED SEND Gatsby : GB7	Who : Careers Leader; SEN Depart FE Engagement

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Ecclesfield School Resource

[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Gatsby Benchmarks.pdf

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- ★ **Speaker**
- ★ **Solver**
- ★ **Creator**
- ★ **Motivator**
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[Download](#): Team > Careers (Teachers) All Year Groups > Packs for Teachers > Activity Interaction Reporting.pdf



ECCLESFIELD SCHOOL CAREERS

CAREERS PROGRAMME APPENDIX

APPENDIX

Here's a quick overview to the platforms we have in place and the evaluation criteria we use, to provide students with high-quality careers education, information, advice and guidance.

★ Our Delivery: Careers Infrastructure

Our careers strategy is delivered with an infrastructure of apps:

TEAMs : a TEAMs Careers exists for each year group

Sheffield Progress : is used, by Year 11 students, for further education applications

Unifrog : activities are logged, as a *student interaction*, against each student's record

Compass+ : *student interaction* data is uploaded into Compass+ for OFSTED / other stakeholder reporting

★ Evaluation: CDI Careers Skills Development

Our approach delivers careers development, from year 7 to the end of year 11.

Grow throughout life by learning and reflecting on yourself, your background, and your strengths

Explore the full range of possibilities open to you and learn about the different workplaces

Manage your career actively; making the most of opportunities and learn from setbacks

Create opportunities by being proactive and building positive relationships with others

Balance life and work with your wellbeing, other interests and your involvement with your family and community

See the big picture by paying attention to how the economy, politics and society connect with your own life

★ Evaluation: Skills for Life

Our approach enables students to build core skills, recognise them and demonstrating how you've used them:

Listener

Speaker

Solver

Creative

Motivator

Leader

Team Player

★ Evaluation: The Gatsby Benchmarks

The Gatsby Benchmarks are a framework, schools and colleges can use, to develop a good careers programme. There are eight elements of good practice in career guidance.

A stable careers programme: Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors, and employers.

Learning from career and labour market information: Every student, 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.

Addressing the needs of each student: Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

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.

Encounters with employers and employees: Every student 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.

Experiences of workplaces: Every student 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

Encounters with further and higher education: All students 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.

Personal guidance: Every student 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 students but should be timed to meet their individual needs