



#### Our vision

Challenging expectations and sharing success

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## **Waverley School Careers Education and Work Related Learning**

Our Careers leaders are:

- ❖ Gary Smith, 0208 805 1858, who is also Head of Secondary 4 Department and Transition Lead - for Year 9 - Year 13 students
- ❖ Tracy Walker & Laura Keating Head of Secondary 3 Department, 0208 805 1858 - for Year 8 students.

### **SUMMARY**

All secondary aged pupils, from the age of 12 onwards, take part in a range of activities to ensure that they are well informed and hence able to play an active part in determining their future pathways post-school. As with all areas of learning within the school, these activities are presented to pupils on an individual basis, when appropriate, and take into account their abilities and needs. The school ensures that every young person has the opportunity to access a range of independent advice and guidance to help them to understand their choices when they reach first 16 and then 18 years of age.

### **WORK RELATED LEARNING**

Work related learning is an integral part of the whole school curriculum and more specifically of the PSHE curriculum that is taught to all students as they move through the school. Students are supported to develop their knowledge, skills and understanding that are useful in work. This underpins our whole school curricula, no matter what age they are, and what curriculum our students are working at (Level 1, 2, 3 or 4).

All our career information is shared with staff throughout the year within staff meetings, the SDP and SEF processes, with parents annually at our moving on event coffee mornings, which are attended by Enfield's career services. We have established links with the Equals employment service via the Enfield ILDS (Integrated Learning Difficulty Service). The consultation process between ILDS, parents and Head of department/Transition Lead supports class teachers planning careers pathways, lessons and curricula for post 14 students.

Pupils access information about the career programme via their discreet sessions, but also via the EHCP annual review process when additional needs may be identified.

Work related learning can therefore take place via classroom based learning, work place visits, work placements, development of skills for independence and visits to the school by local

employers and / or providers. Secondary aged students have the opportunity to develop their enterprise skills by undertaking specific projects. For some students this will be a chance to develop an awareness of the workplace while for others it will be an opportunity to improve skills that may help them to enter the job market at some point in their lives. Our students have opportunities to participate in a wide range of work placements which include visits to off site venues and guided tours of establishments. Some students however will have more formal work placements with support of a member of school staff. Students access work opportunities both in school, via work experience in various settings (i.e kitchen, office, class, caretaking, nursery) and out of school via short and long term placements in our link charity shop, a local cafe, and within our partnership with a leaflet delivery company.

## **CAREERS AND POST SCHOOL GUIDANCE**

All students at the school have support from the school's Transition Lead, who attends or chairs year 13 and 14 EHCP reviews. Where appropriate, he will also chair or provide advice to EHCP reviews further down the school to provide advice on options for post-16 and post-19 students. Our transition Lead is available to meet all school pupils and their families at our Moving On coffee mornings, which take place at least twice a year. These meetings, if taken up, are intended to cover both post-16 and post-19 options including further education, Traineeships / Apprenticeships, care, independent living, and future employment options. Signposting to appropriate agencies (including the National Careers Service, transition support groups etc.) also takes place at this time, as well as during EHCP review meetings for post 16 students.

The school also hosts a complete Moving On event annually where representatives from appropriate companies such as colleges, residential care services, day care services, support groups, leisure providers and job-seeking attend and advise parents and young people.

## **RECORDING, MONITORING AND QUALITY**

Each student's progress in the skills, knowledge and experience related to their post-school options, is assessed by class teachers and recorded within the relevant section of their personal files. This information enables staff to ensure (on an ongoing basis) that every individual is presented with a full range of options and opportunities as they progress through the school.

We measure and assess the impact of the careers programme via ongoing monitoring and staff feedback, photo and video evidence as well as written reports from employers.

Details of the work experience are also discussed and assessed throughout the year at EHCP reviews, parents consultations, end of year reports and annual end of year Awards Evening.

AQA accreditation is also undertaken for all students accessing work experience.

Ongoing relationships with Enfield Career service and Equals employment, as well as successful long term employment arising from work experience once students leave Waverley are also a means to measure the impact of our careers pathway.

**Date of next review: July 2021**