



Kemball School

“We can because we try”



Careers Policy

2025-27

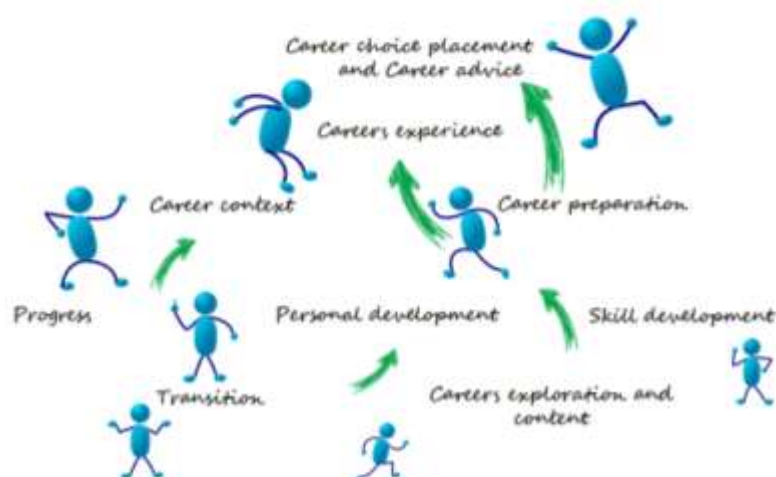
Overview

Kemball School's careers programme begins as soon as pupils start with us. This rationale is supported by our schools curriculum with a strong emphasis on independence and skills for life beyond Kemball School. Each pupil's journey through Kemball School will look different due to a wide range of factors. The common theme however is to ensure that we are able to give the pupils as many opportunities to experience the world of work as possible. Alongside these experiences our aim is to build on the context of these workplaces and broaden the pupils understanding and aspirations.

In the Functional pathway (usually years 9, 10 and 11) careers provision focuses on encounters, this will be with FE providers, access to a variety of workplace visits and enterprise activities. Alongside the functional focused and key skills curriculum pupils take part in Life Skills, Exam Qualifications, ASDAN (PP, PSD and Short courses) and Duke of Edinburgh. This allows them to develop key skills for the world of work and teaches them about the type of work available in the local job market. These encounters are supplemented by additional classroom-based sessions to learn about how to access the world of work and cover, amongst other topics, interviews, health and safety and CV writing.

The school keeps a record of meaningful encounters over the pupils' time in the functional pathway via Compass + , Evidence for Learning and diaries.

For more information of Kemball School's careers programme please contact Emily Buttery via the school telephone number or Emily.buttery@kemball.orchardct.org.uk



Intent

We at Kemball would like to commit to providing all our young people with the tools and experiences to prepare them for life beyond our school. This journey will look different for each individual, and each pupil will have a very different goal and outlook for achievement. It is important for us that pupils gain the confidence to explore outside our school and learn the skills, knowledge and understanding of wider life and steps towards independent living. We want our young people to be able to make informed decisions about next steps in education and future careers.

Society often has difficult barriers for pupils with a Special Education Need and Disabilities to thrive. Developing skills and awareness of the world of work and wider life will improve the social mobility of our young people.

Believe you can and you're halfway there.

We aim to instil in our young people a love of lifelong learning, so they can keep on improving and developing their skills, sustain employability/progress and achieve personal/economic wellbeing throughout their lives. We also aim to enable young people to feel positive about themselves, improve their motivation and raise their aspirations.

Advice and guidance will be impartial and will consider the young person's wellbeing, choices and areas of interest. Equal opportunities will be actively promoted, and stereotypes challenged. This policy is underpinned by the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in July 2021.

Our main aims are the following:

- To ensure that all pupils have access to experiences beyond the school gates and the world around them
- To focus on the pupil's wellbeing, interests and choices for their future
- To develop skills towards independent lives including transition, travel, social and professional relationships, communication, careers and enterprise, community awareness, roles and responsibilities and home and life skills.
- To prepare for appropriate post-16 provision
- To inspire the pupils to achieve their dreams and to support them by being their careers advocates to achieve these outcomes
- To provide support and guidance for both pupils, parents and staff
- To expose pupils to the world of work at careers at every ability level
- To ensure that school are consistently improving their careers and steps beyond Kemball provision and using the Gatsby benchmarks as a framework and guide.

Roles and responsibilities

Careers link governor – Elizabeth Smith

The role of the Careers link Governor will be to liaise with the careers lead and to monitor the effectiveness of the careers programme. They will be invited to take part in activities such as external mock interviews and discussion with pupils around the world of work.

Careers lead – Emily Buttery is the careers lead. Careers Lead will be responsible for liaising with all staff, SLT, Governors, external links and employers. Staff meetings and assemblies will be arranged by the career lead and discussion and guidance given as appropriate.

Careers advisor – Josh Moss (Level 6 Qualified)

External careers advisors and support- Andrew Stephen (Careers and Enterprise) and DWP Lora Marsden

Senior Leadership – SLT will be involved in reviewing the Policy and Guidance for staff. Ensuring that the Careers Lead has sufficient guidance and support in place for the staff to role out provision.

Classroom lead teaching staff – All staff have a responsibility to ensure that pupils are provided with teaching steps to prepare them for life beyond Kemball School.

Gatsby Benchmarks

We will be using the Gatsby Benchmarks to improved school careers provision and ensure compliance with legal duties with the ambition to meet all Benchmarks to our fullest potential.

The 8 Gatsby Benchmarks are:

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Documenting evidence

An important part of measuring the impact of the careers programme is to gather feedback from all of the parties. This will be conducted in a range of ways.

All of Progression and Functional classes for pupils who it appropriate for may use a diary. This may include diary entries from work experience, pupil feedback from visitors and talks about careers, research on the job market, evidence of interviews and discussions with careers advisors and applications and CV practise.

All class should be using the **'careers and pupil futures'** tag to capture evidence on Evidence for Learning. Ensuring that within the comment detail has been given of the link between careers or encounters etc.

Progress will also be tracked in a range of different ways to gain a holistic understanding of pupils progress towards independence.

- EHCP outcomes and milestones
- Lifeskills framework
- Pshe framework
- Pupil futures framework

The careers lead will keep a log of careers encounters. They will also use Compass + to evidence experiences and evaluate their impact.

To Pupils

During your time at Kemball, you will start to learn about the world of work and the different jobs you could do when you leave school. In the early years, through PSHE and life-skills lessons, you will learn about jobs you see people doing around you. This will help you understand what work is and why it is important.

When you start Year 7, you will hear more about careers and can learn from people and organisations outside school. If you are in the functional pathway, you will begin visiting different workplaces. These visits will let you see the types of jobs people do, ask questions, and understand which jobs you might like or not like. You will also learn about the jobs available in your local area, such as in Stoke-on-Trent.

During your time at school, you may also have the chance to do a work experience placement. This is where you work in a job that interests you, and it could be with a member of staff, your classmates, or on your own. You will also take part in volunteering projects and visit careers fairs and events to learn more about work.

To help you understand money and how it connects to work, you will get the chance to start your own mini business as part of Kemball School's Enterprise Project, linked to the Duke of Edinburgh Award. In this project, you will be responsible for selling a product or service to the public and trying to make money.



I can make choices about what career I want to explore for the future.



I can take part in work related activities, meet employers and experience the world of work.



Staff

Staff will begin introducing pupils to the world of work as early as possible. This starts with helping pupils notice the jobs we see every day, such as who helps us in the community and the types of work our friends and family do. Opportunities should be built into learning across the curriculum so that pupils can see how important work is in the world around them. This can be explored through role play, structured activities, and independent play.

As pupils move through the school, their experiences of work should continue to grow, building on what they already know and linking to their own abilities and interests. This progression helps pupils develop a clearer understanding of the different pathways available to them.

If you would like support with embedding careers learning into your curriculum, please speak to **Emily Buttery** for guidance.

Parents

The careers programme at Kemball School aims to equip your child for life after school by offering them information about the local job market and routes into paid and unpaid employment. Employment is an important aspect of life and gaining independence. Kemball School supports pupils to discover more about the role of work in peoples' lives, the type of jobs we see being done in the world around us, and any opportunities we can offer to experience workplaces, different job roles and work experience. The school recognises the importance of paid and voluntary work and offers a curriculum based around exposing pupils to jobs and workplaces where appropriate.

During their time at Kemball your child may have opportunities to go on workplace visits, undertake voluntary work in or around the school community, and arrange a work experience. If you would like more information on the careers provision offered at Kemball please contact the careers lead or class teacher.

Employers

Kemball School is always looking for local companies and employers who can offer workplace visits and work experience placements to expose our pupils to the local job market and understand more about the type of work and jobs in different environments and settings. Please read out Providers Access document on the website.

Workplace visits

Workplace visits are about showing our young people the range and types of jobs available in the local community. They are an opportunity for our pupils to visit different workplaces such as factories, retail environments, office building and warehouses, and allow them to see the work done and the jobs offered in different settings. Workplace visits are an invaluable way of pupils seeing sectors of employment they may not be aware of or know exist first-hand, enabling them to form opinions of careers paths they may be interested in pursuing in the future.

Workplace visits are typically done on a weekday morning and take a few hours to complete. They usually involve an introduction to the workplace and the services on offer, a tour of the workplace, and a question and answer session about the work involved in the setting.

Work experience

In some cases opportunities for more intense and repeated work encounters may be appropriate. Work experience is usually led by the pupils' interests and ambitions. They are tailor made packages which assess the pupils' interests, needs and abilities and aim to match these with a suitable local employer. These can be undertaken by individuals on a 1-1 basis, or in a small group based on the pupils' needs and interests.

If you are a local employer who is disability friendly and could offer work place visits or work placements, please contact the school's career lead, Emily Buttery (Assistant Head) on 01782 883120 or email emily.buttery@kemball.orchardct.org.uk

Pupil entitlement

All pupils in years 8 to 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 Emily Buttery, Assistant Head Kemball School via email emily.buttery@kemball.orchardct.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 or their parents or carers:

Useful resources for parents and carers

[Supported internships and apprenticeships – SEND Local Offer \(stoke.gov.uk\)](http://stoke.gov.uk)

[Personal Independence Payment \(PIP\): What PIP is for - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Resources \(stoke.gov.uk\)](http://stoke.gov.uk)

[Homepage - Stoke-on-Trent Young Persons Careers Advice](http://stoke.gov.uk)

Approval and review

Next review: September 2027