

### 19.6.1 The Annual Careers Plan CEIAG 2024 to 2025

#### **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 all the careers events and activities planned and developed 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 Information, Advice and Guidance 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 and is working towards a Level 6 Careers Leader Qualification. Careers Appointments are co-ordinated through the Careers Leader, with support from a 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 4 day 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 Glasper. 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](mailto:sbeeley@jesmondparkacademy.org.uk) or our Retired Consultant Careers Leader Mrs Sue Taylor on [staylor@jesmondparkacademy.org.uk](mailto: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 2024-2025**

• 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, EHCP.

less than 50% attendance, EAL and at risk of becoming NEET

- 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. A Careers Adviser from Newcastle Careers Team will offer students with an EHCP information, advice and guidance about Post 16/18 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. IAG Award Review	SBL	Collaboration with S Beeley and NSH	March 2025	Re-accreditation was given for a further 3 years last March 2024. Reviews take place annually, to ensure standards are maintained.



2. Embed Unifrog into all aspects of school	SBL/NSH	Unifrog Training, CPD time for staff, access to computers for sessions, with dedicated time.	July 2025	Student and staff voice and SBL can monitor usage of platform.
3. Embed Sixth Form careers education	ARC/LDE/ST/SBL	Use of Unifrog will help with materials for tutorials, improved links with Industry, access to IT, offering sixth formers experiences of the workplace.	July 2025	Positive feedback from Careers Champions and evaluations from Future Skills Questionnaires.
4.Maintain all 8 Gatsby Benchmarks	SBL/ST	Collaboration with NSH/SBLARC/RSF/all staff	January 2025	Compass score currently 8 achieved.
5.Use of Compass+ for destination tracking for 3 years plus	SBL/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	SBL/ST	Support from EA/Sixth form team  Work with Altitude foundation and NU Foundation	July 2025  July 2025	At least 3 encounters per year group  Student and staff feedback positive

employer engagement				
7.Benchmark 1 project  Continuing	EA/SBL/ST	2 students per year group to be Careers Champions  Staff Careers Champions relaunch	Relaunch Oct 2022  February 2025	Ongoing and developing. First impacts: NCW and website  Volunteers come forward
8 All staff to participate in NCW	SBL/LAS/EA/ST	Staff briefing February 2025	March 2025	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 &amp; 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>

Year 11	<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 6<sup>th</sup> form tutors</p> <p>Assemblies</p> <p>Unifrog</p>
Year 12 (one year)	<p>Careers Fair</p> <p>Work Experience</p> <p>Ad hoc careers related workshops</p> <p>Unifrog</p>	<p>HE &amp; 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</p> <p>Ad hoc careers related workshops</p> <p>Work placements for Primary ed/dentists/medics/nurses</p> <p>Unifrog</p>	<p>EDT Interviews by referral</p> <p>HE &amp; Apprenticeships Evening</p> <p>One to one tutorials</p> <p>UCAS Days</p> <p>Oxbridge support</p> <p>Medic/Dentistry support</p> <p>University visits</p> <p>Apprenticeship support</p> <p>Unifrog</p>
<p>Year 13 (two year)</p>	<p>Careers Fair</p> <p>Ad hoc careers related workshops</p> <p>Unifrog</p>	<p>EDT Interviews by referral</p> <p>One to one tutorials</p> <p>Medic/Dentistry/teaching/nursing support, including mock interviews, plus on request</p> <p>Oxbridge support, including mock interviews and Cambridge trip</p> <p>Apprenticeship support</p> <p>Unifrog</p>

## Careers, Employability and Enterprise Audit across the Curriculum

Curriculum area <u>ST/SBE</u>	Careers Activities – super curricular	Staff
----------------------------------	---------------------------------------	-------

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

<b>7</b>		Bring it on seminar	x	x	x
<b>8</b>		NHS Careers Competition	x	x	
<b>9</b>		Careers Fair Five Star Futures, DWF Law	x	x	x
<b>10</b>		Citywide Careers Fair, My Future:My Choice Event Work Experience	x	x	x



<b>11</b>		Careers Fair ASK Assembly and workshops	x	x	x
<b>Post 16</b>		Careers Fair ASK Assembly and workshops	x	x	x

## CDI Framework

[https://www.thecdi.net/CDI/media/Write/Documents/CDI\\_98-Framework-skills\\_by\\_key\\_stage-A3\\_portrait-web.pdf](https://www.thecdi.net/CDI/media/Write/Documents/CDI_98-Framework-skills_by_key_stage-A3_portrait-web.pdf)

## Careers education learning journey (11 - 18)

<b>Y13</b>	Create a personal brand (CV and online)	Prepare for interviews	Learn how to manage transitions	Prepare for an employer assessment day	Learn about self-employment	Discuss: the 4-day week
<b>Y12</b>	Prepare for a careers 1:1	Explore pros and cons of Post-18 pathways	Learn how to set career goals	Learn how to network and be enterprising	Learn how to balance life, learning and work	Discuss: what makes a good employer?
<b>Y11</b>	Reflect on your employability skills	Explore pros and cons of post-16 pathways	Learn how to choose a post-16 pathway	Research volunteering and paid work	Compare apprenticeships and HE	Discuss: is AI a threat to our jobs?
<b>Y10</b>	Reflect on your career journey	Explore employer profiles	Learn about different career types	Prepare for work experience	Learn about workplace wellbeing	Discuss: in person, hybrid and remote working
<b>Y9</b>	Reflect on your skills	Explore learning pathways after school	Learn how to choose KS4 options	Find out how to take control of your career journey	Learn how to manage your money	Learn about the labour market (LMI)
<b>Y8</b>	Reflect on your interests	Explore CVs	Learn about the workplace	Find out how to create the life you want	Define what success looks like	Learn about careers and the climate
<b>Y7</b>	Reflect on who you are	Explore dream jobs	Learn what we mean by 'career'	Find out what entrepreneurs do	Learn about work-life balance	Learn about careers and the future
<b>unifrog</b> the universal destinations platform						
<b>Grow throughout life</b> Grow throughout life by learning and reflecting on yourself, your background, and your strengths.						
<b>Explore possibilities</b> Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.						
<b>Manage career</b> Manage your career actively, make the most of opportunities and learn from setbacks.						
<b>Create opportunities</b> Create opportunities by being proactive and building positive relationships with others.						
<b>Balance life and work</b> Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.						
<b>See the big picture</b> See the big picture by paying attention to how the economy, politics and society connect with your own life and career.						

[illegible]





## Careers topics

Cz/PSHE topics

RE topics

### Study Skills

Cz/ PSHE Key themes | Health and wellbeing

Relationships and Sex Ed

## Living in the wider world

## Citizenship

RE Key themes Moral issue

### Religious teaching

### Analysing and evaluating a contemporary issue

[illegible]

## 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>  <b>How to complete a curriculum vitae?</b>	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

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

## Curriculum Content

### **Personal Development (Pd) Topics**

**Year 11 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>  <b>Careers - next steps</b>	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	



## Curriculum Content

### **Personal Development (Pd) Topics**

**Year 11 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>  <b>Careers future pathways</b>	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 (2024/2025)**

Dates and timings may be subject to change

	<b>KS3</b> <b>Year 7</b> <b>'I discover'</b>	<b>KS3</b> <b>Year 8</b> <b>'I explore'</b>	<b>KS3</b> <b>Year 9</b> <b>'I focus'</b>	<b>KS4</b> <b>Year 10</b> <b>'I plan'</b>	<b>KS4</b> <b>Year 11</b> <b>'I decide'</b>	<b>KS5</b> <b>P16</b> <b>'I prepare'</b>
--	----------------------------------------------------	---------------------------------------------------	-------------------------------------------------	-------------------------------------------------	---------------------------------------------------	------------------------------------------------

Sept	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum
	Into University all year	Into University all year	Into University all year	Into University all year	Into University all year	Into University all year
		NU Foundation targeted support 1day all term	Launch off Altitude Foundation Coding/Careers Club (fortnightly)		CEIAG Assembly	UCAS – 1-1 Early applications
	Careers Champions launch	Careers Champions launch	Careers Champions launch	Careers Champions launch	Careers Champions launch	Careers Champions launch
						Careers focus in Group Tutorials One Careers Lesson per half term

<b>Oct</b>	<p>Careers in Curriculum</p> <p>Introduction to CEIAG in Citizenship lessons</p>	<p>Careers in Curriculum</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>
------------	----------------------------------------------------------------------------------	------------------------------	-------------------------------------------------------------------------	------------------------------	------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

Nov	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum
	Green Careers Week Tutorial-LMI	Green Careers Week Tutorial-LMI	Green Careers Week Tutorial-LMI	Green Careers Week Tutorial-LMI	Green Careers Week Tutorial-LMI	Green Careers Week Tutorial-LMI
						UCAS 1-1
						Life as a Lawyer (TBC)
		CEIAG Assembly	CEIAG Assembly	CEIAG Assembly	CEIAG Assembly	Careers focus in Group Tutorials
				NU Futures seminars		
					Careers Service/EDT 1:1 interviews	

<b>Dec</b>	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum
	Careers at Christmas Calendar-Panjango tutorials	Careers at Christmas Calendar-Panjango tutorials	Careers at Christmas Calendar-Panjango tutorials	Launch Unifrog	Parents evening CEIAG appointments (tbc)  6 <sup>th</sup> Form Open Evening  Careers Service/EDT 1:1 interviews	UCAS 1-1

Jan	<p>Careers in Curriculum</p> <p>FSQ-Future Skills Questionnaire</p>	Careers in Curriculum	<p>Careers in Curriculum</p> <p>6 Careers sessions in Citizenship lessons</p> <p>My Big Career Coaching, online guidance, targeted support to 120 students</p>	<p>Careers in Curriculum</p> <p>Citywide Careers Fair MF:MC, My Future, My Choice</p> <p>Jesus College talk.</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>
-----	---------------------------------------------------------------------	-----------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Feb	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum
	National Apprenticeships week Assembly and activities	National Apprenticeships week Assembly and activities	National Apprenticeships week Assembly and activities	National Apprenticeships week Assembly and activities	National Apprenticeships week Assembly and activities	National Apprenticeships week Assembly and activities
	Introduction to CEIAG software in Citizenship lessons	PAL Activity, webinar ASK	Year 9 Options Evening (tbc)		Apprenticeships application workshops	Dentistry work experience (tbc) goes ahead
	NHS Careers Performance in Education, all options		Parents evening CEIAG appointments (tbc)		6 <sup>th</sup> form interviews  CEIAG input in “How to support your child in the GCSE exams” parents evening (tbc)  Careers Service/EDT 1:1 interviews	EDT 1:1 interviews

<b>March</b>	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum
	National Careers Week Assemblies and cross curricular activities	NCW Assemblies and cross curricular activities	NCW Assemblies and cross curricular activities  St Anne's Oxford talk (tbc)  JPA Careers Fair	NCW Assemblies and cross curricular activities	NCW Assemblies and cross curricular activities  6 <sup>th</sup> Form transition support  Careers Service/EDT 1:1 interviews  JPA Careers Fair	NCW Assemblies and cross curricular activities  Oxbridge Conference (tbc)  EDT 1:1 interviews  ASK Apprenticeship assembly (tbc)  Careers focus in Group Tutorials  JPA Careers Fair

<b>April</b>	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum  Parents eve CEIAG appointments (tbc)	Careers in Curriculum  6 <sup>th</sup> Form transition support  Careers Service/EDT 1:1 interviews	Careers in Curriculum  UCAS Convention (tbc)  EDT 1:1 interviews
<b>May</b>	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum  Careers Service/EDT 1:1 interviews  6 <sup>th</sup> Form transition support	Careers in Curriculum  Careers Seminars EDT 1:1 interviews  Careers focus in Group Tutorials

<b>June</b>	Careers in Curriculum  Univenture Day at Newcastle University (tbc)	Careers in Curriculum	Careers in Curriculum  Medicine & Dentistry Day Newcastle University (tbc)	Careers in Curriculum	NCT transition support  6 <sup>th</sup> Form bridging course  6 <sup>th</sup> Form transition support	Careers in Curriculum  University open days tbc  Oxford open day – residential (tbc)
-------------	---------------------------------------------------------------------------	-----------------------	----------------------------------------------------------------------------------	-----------------------	-------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

<b>July</b>	Careers in Curriculum	Careers in Curriculum	Careers in Curriculum	<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>2 Day Cambridge residential (tbc)</p>	<p>Careers Service transition support</p> <p>6<sup>th</sup> 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>
<b>August</b>					<p>6<sup>th</sup> Form support of results day and beyond</p> <p>Careers Service support on results day and beyond</p>	<p>6<sup>th</sup> Form support of results day and beyond</p>

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

After Christmas	10	Launch WEX/Unifrog, Unifrog to all year groups
December 2024	9	T-Levels-Newcastle College
December 2024	10	T-Levels-Newcastle College
December 2024	11	T-Levels-Newcastle College
February 2025	10	Ask Apprenticeships-
December 2024	11	Ask Apprenticeships-
TBC	2x12	Ask Apprenticeships-Yr 12/Employer Talk
TBC	2x13	Ask Apprenticeships-Yr13/Employer Talk
Monday 04/03/2025	7	National Careers Week

<b>Tuesday 05/03/2025</b>	<b>8</b>	<b>National Careers Week</b>
<b>Wednesday 06/03/2025</b>	<b>9</b>	<b>National Careers Week</b>
<b>Thursday 07/03/2025</b>	<b>10</b>	<b>National Careers Week</b>
<b>Friday 08/03/2025</b>	<b>11</b>	<b>National Careers Week</b>



#### 4 - Agreements and Engagements with Partners and Providers

Agreements with providers		
Name of provider	Contact information	Services to be provided
Newcastle Careers Team	Rebecca Henderson	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  Lorraine Aspinall and Andy Holburn.  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	Student voice	Ongoing
	Evaluation meetings with link adviser	
EDT work	Meetings with Pas and their managers	

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 <sup>th</sup> 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	Roger Edwardson
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 <sup>th</sup> Form Tutor	Julie Routledge

SENDSCO	Claire Munro
SLT	Chris Aitken
Careers leader	Sarah Beeley
Consultant Careers Leader	Sue Taylor
Newcastle Careers Service PA's, Local Authority	Matt Ellaway
Newcastle SEN Team, SEN Caseworker, Local Authority	Denise Lumsden
EDT Careers Advisers	Holly Proud and Katy Lyall
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



	<p>HIARP staff</p>
Pastoral and pastoral support staff	<p>Year Managers</p> <p>Learning Support Staff</p> <p>Post 16 tutors</p> <p>HIARP support staff</p>

## 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 24-July 25

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 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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.