

# **Church Hill Middle School**

## **SCHOOL CAREERS STRATEGY AND ACTION PLAN**

**SEPTEMBER 2024  
to  
AUGUST 2025**

# Our Vision

We seek to secure independent careers guidance for all students, years 5 - 8 so they are inspired and motivated to fulfil their potential. We aim to support every student to develop high aspirations and consider a broad and ambitious range of careers. We hope to inspire every student through real-life contacts with the world of work which can help them understand where different choices can take them in the future.

**Church Hill Middle School is  
an active member of the  
Worcestershire Careers Hub  
and supports the development  
of Worcestershire's Future  
Workforce through the  
Worcestershire  
Enterprise Adviser Network**



# Church Hill Middle School CAREERS STRATEGY

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## INTRODUCTION

High quality careers guidance is crucial in helping students emerge from school well rounded and ready for the world of work.

We seek to secure independent careers guidance for all students, years 5 - 8 so they are inspired and motivated to fulfil their potential. We aim to support every student to develop high aspirations and consider a broad and ambitious range of careers. We hope to inspire every student through real-life contacts with the world of work which can help them understand where different choices can take them in the future.

Our careers programme provides access to a range of activities that inspire young people, including employer talks, careers fairs, motivational speakers as well as university visits.

Every year is an exciting and enriching one for Careers Education, Information, Advice and Guidance (CEIAG) at Church Hill Middle School. We are actively engaging with the nationally respected Gatsby Benchmarks and welcome any input from parents and carers.

The Gatsby Benchmarks provide the structure to our growing careers programme which aims to give all our pupils the advice and guidance they need to make informed decisions about their futures.

# Church Hill Middle School CAREERS STRATEGY

## Purpose and aims

Church Hill Middle School is fully committed to ensuring that all of our pupils acquire the skills, knowledge and attitudes to manage their learning and career progression.

Church Hill Middle School has already established a range of effective careers guidance activities which we hope will guide support our pupils to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Church Hill Middle School key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our pupils. The aim is to ensure that pupils are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our pupils have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all the mandatory requirements contained within the Department for Education's careers strategy (last updated Jan 23). These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

This strategy outlines our whole school approach to delivering careers guidance to all of our pupils throughout their journey through education. Careers activity will therefore take place across years 5-8 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

## **Church Hill Middle School**

### **Strategic Careers Leader**

As set out within the Department for Education's Careers Strategy Church Hill Middle School is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and continue to work towards achieving all eight of the Gatsby Benchmark.

Sarah Jayne Major has agreed to undertake this role.

Sarah Jayne Major will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

### **Our Careers Team**

Sarah Major will lead our team which will include all Teaching staff at Church Hill Middle School

### **Our Enterprise Adviser/s**

Through the Worcestershire LEPs Enterprise Adviser Network Church Hill Middle School are delighted to have been assigned our own designated enterprise adviser

Alex King will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

**Current position at Church Hill Middle School**

Pupils are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

**Year 5**

Real and Fake Jobs, Drop down days, Visitors in from the police, Fire and Ambulance

**Year 6**

Lorry competition, Buzz Quiz, Money Matters, Drop down days, PSHE lessons based on careers and future job choices

**Year 7**

6 Assemblies:

- How school prepares you for employment
- The importance of leadership and team work
- Sectors of employment
- Exploring career paths
- Developing the character of a successful employee
- Taking the competencies into Year 8

Tutor Time sessions and PSHE lessons

Additional Opportunities

- Careers Led Assemblies
- Drop Down Afternoon
- Childrens university
- Charity – food bank
- House chosen charity

**Year 8**

6 Assemblies:

- Sectors of employment
- How the world of work is changing
- National and local career opportunities
- Options choices
- What employers look for
- Developing the character of a successful employee

Tutor Time sessions and PSHEE lessons

Additional Opportunities

- RSA8 and the social enterprise project
- University Visits
- Careers Led Assemblies
- Drop Down Afternoon
- Morgan Stanley
- Carers Enterprise

**Teaching staff contribute to the delivery of careers guidance through:**

Employer visits during classroom lessons, discussing careers using their subject, visits, extra-curricular activities

**Local Employers contribute to the delivery of careers guidance through:**

Assemblies, careers fairs

**Parents contribute to the delivery of careers guidance through:**

Support with Career events hosted in school

**Partnership Arrangements and Employer Contacts**

Church Hill Middle School has strong links with:

- Worcestershire Careers Hub.
- Worcestershire Local Enterprise Partnership
- Further Education providers
- The local business community
- Alumni and Parents

### **Objectives for 2023 to 2024**

*“At Church Hill, we believe every child should have access to what experiences are available beyond school, be that through careers lessons, drop down days, University visits or through work-based challenges.”*

### **Gatsby Benchmarks**

In line with the Department for Education's careers strategy, Church Hill Middle School aims to fulfill the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the school has formed a careers programme which falls in line with legal requirements. The following eight benchmarks are at the core of good careers and enterprise provision:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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

### **1. A Stable Careers Programme**

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of pupils.
- To enable pupils to understand the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all pupils regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by pupils, teachers, employers, and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

## **2. Learning from Career and Labour Market Information**

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and pupils are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

## **3. Addressing the Needs of the Pupil**

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure pupils are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all pupils and challenges stereotypical thinking in terms of equality and gender.
- To ensure that pupils with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the pupils' own aspirations, abilities and needs.

## **4. Linking Curriculum Learning to Careers**

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract pupils towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons

## **5. Encounters with Employers and Employees**

## Church Hill Middle School

- To ensure that pupils receive at least ONE meaningful encounter with an employer during every year they are at school.
- To increase the number of activities which are conducted within school with the support of local employers.
- To ensure that pupils have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage pupils and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

### **6. Experiences of the Workplace**

- To ensure that pupils receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that pupils receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable pupils to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

### **7. Encounters with Further and Higher Education**

- To ensure all / overwhelming majority of pupils receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of pupils has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of pupils have experienced meaningful encounters with universities.

## **8. Personal Guidance**

- Ensure all / overwhelming majority of pupils have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of pupils has had at least TWO interviews with a professional career's adviser by the end of year 13.

### **Promotion of Careers related activities**

Church Hill Middle School will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school Twitter account and other social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the Worcestershire LEP to be used to promote best practice across ALL career's hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our school) meets the requirements set out within the Department of Education's Careers strategy.

Church Hill Middle School

**Action Plan 2024/25  
Autumn Term 2024**

<b>Year Group</b>	<b>Activity Description</b>	<b>Date</b>	<b>Covering Benchmark</b>	<b>RAG Status</b>
<b>5</b>	<b>Employer Encounter Police</b>	<b>Oct 24</b>		
6	Employer Encounter Police	Oct 24	5	
7	Employer encounter PCSO	Nov 24	5	
8	Employer Encounter PCSO	Nov 24	5	
5,6,7,8	Drop down day Aspiration	Jan 25	2,3,4	
All Years	Tutor programme What Job	Sept-Dec	2.3.4	



Church Hill Middle School

Summer Term 2025

Year Group	Activity Description	Date	Covering Benchmark	RAG Status
8	Rs8	June	2,3,4,5	
7	Morgan Stanley Project	June	2,3,4,5	
	Employer encounters			
5,6	Ambulance	July	5	
8	West Midland Safari Park	July	5.6	
7	Holly Wood Bowl	July	5.6	
8	Careers speed dating- Actors, footballers, banker, train driver, business manager, entrepreneur, Marketing director, Headteacher	July	5	

## **Careers Programme and Provider Access Policy**

### **Introduction**

This policy statement sets out the arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

**Church Hill Middle School** committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from **Year 5 to Year 8**. For some pupils, a more personalised offer will be in place.

Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers*' (2023).

### **Pupil entitlement**

The statutory guidance is relevant to 'all pupils in years 7-13' and we will also consider young people's developmental ages when preparing appropriate careers activities at **Church Hill Middle School** ensuring that our pupils receive a careers programme which offers them opportunities to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- understand how to make applications for the full range of academic and technical courses.

### **School's Careers Leader**

Parents, teachers, and employers may gain further information about our careers programme by contacting:

**Sarah Major**  
**Assistant Head**  
**01527 962794**

**CAREERS LEAD EMAIL ADDRESS – [smajor@churchhill.worcs.sch.uk](mailto:smajor@churchhill.worcs.sch.uk)**

### **Measuring and Assessment of the impact of the careers programme on pupils.**

Evaluation of our careers programme is designed to enable us to examine what we do; consider how we can improve it and provide stakeholders with a summary of this.

This will include gathering information from the pupils about how they feel about their experiences in relation to the careers programme.

Pupil progress in Careers lessons will be evaluated each term as part of our ongoing Pupil Tracking process.

It is our aim to provide pupils with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and Events.

### **Application for Provider Access**

#### **Introduction**

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

#### **Pupil entitlement**

All pupils in years 7-13 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 Sarah Major

Telephone: 01527 962794

Email:

## **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please speak to our Sarah Major to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

All requests will be given due consideration by **Church Hill Middle School** and Senior Leadership link and requests will be refused if:

- They impinge on pupils' preparation for public or internal exams
- They clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents' communication events etc.
- The school is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library.

## **Feedback**

**Church Hill Middle School** welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers Lead directly.

### **Provider Access Legislation**

The provider access legislation is new guidance that came into force from January 2023. It is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

The full statutory guidance from DfE can be found here [Careers guidance and access for education and training providers – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/careers-guidance-and-access-for-education-and-training-providers).

**Useful links / Resources**

The Careers Enterprise Company	<a href="https://www.careersandenterprise.co.uk/">https://www.careersandenterprise.co.uk/</a>
The Careers and Enterprise Company Resource Directory	<a href="https://resources.careersandenterprise.co.uk/">https://resources.careersandenterprise.co.uk/</a>
Gatsby Foundation	<a href="http://www.gatsby.org.uk/education/focus-areas/good-career-guidance">http://www.gatsby.org.uk/education/focus-areas/good-career-guidance</a>
Post 16 Skills Plan	<a href="https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education">https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education</a>
Skills For Worcestershire	<a href="http://www.skills4worcestershire.co.uk/">http://www.skills4worcestershire.co.uk/</a>
Government Careers Strategy December 2017	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf</a>
Government Careers Guidance and Access for Education and Training Providers (Jan 2023 update)	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf</a>
National Careers Service	<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>
UCAS (Universities and Colleges Admissions Service)	<a href="https://www.ucas.com/">https://www.ucas.com/</a>
Worcestershire Local Enterprise Partnership	<a href="http://www.wlep.co.uk/">http://www.wlep.co.uk/</a>
Worcestershire Apprenticeships	<a href="http://worcsapprenticeships.org.uk/">http://worcsapprenticeships.org.uk/</a>
HOW College	<a href="http://www.howcollege.ac.uk/">http://www.howcollege.ac.uk/</a>
Kidderminster College	<a href="http://kidderminster.ac.uk/">http://kidderminster.ac.uk/</a>
Warwickshire College Group	<a href="https://wcg.ac.uk/page/1/home">https://wcg.ac.uk/page/1/home</a>
Worcester University	<a href="https://www.worcester.ac.uk/">https://www.worcester.ac.uk/</a>

**Appendix A**

Example objectives for 2023-2024

1. To ensure that pupils fully understand and consider the different routes available at post-16 and post-18, particularly apprenticeship and other vocational routes.
2. To ensure that all Y10 and Y12 students receive a full week of meaningful work experience in the summer term and that they are able to reflect and learn from this invaluable opportunity.
3. To ensure our careers work is fully aligned to – and complements - the school's personal development and wellbeing agenda, so that students receive all-round support.
4. To further raise the profile of careers across the whole school.
5. To ensure that School has a concise plan of engagement in Careers Guidance for all students to ensure that they work hard and strive to be the best they can be.
6. To continue to strive towards meeting the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
7. To gain the 'Quality in Careers Standard' accreditation, the nationally recognised award for Careers Guidance in English Secondary Schools.
8. To provide effective and impartial information, advice, and guidance to prepare students for life in the wider world, making them aware of roles and responsibilities.
9. To raise aspirations by ensuring all students have knowledge of routes into further education, higher education, and apprenticeships (of all levels).
10. To ensure every student is offered careers personal guidance to meet their needs at the different stages through their school journey. This will reflect the school's equality and diversity policy to ensure that every student is treated fairly.
11. To ensure students are introduced to the concept of stereotypical thinking and the challenges it brings and can discuss its impact on career decisions and choices.
12. To engage with local employers and training providers to provide multiple learning opportunities about the world of work and skills required. Both academic and vocational routes are explored and are available to students regardless of career choices.
13. To make available Labour Market Information and Intelligence to ensure students (and parents) are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decisions.
14. To ensure all staff at the school have an awareness of linking curriculum learning to careers and are able to demonstrate the relevance of subjects to students when considering a future career. Particularly relevant is that STEM subject staff should highlight the increasing need for STEM subjects to access a wide range of future career paths, making sure the information does not stereotype in any way.
15. To ensure all students are aware that the attainment of English and Maths GCSEs are crucial elements of any future study programme they may undertake and an expectation from all employers.
16. To continuously strive to improve NEET (Not in Education Employment or Training) figures by providing an effective careers programme.
17. To actively track the progress of Pupil Premium and students from disadvantaged backgrounds to ensure that they access all of the career's information, advice and guidance to enable them to make the relevant decisions to their career goals.
18. To tailor information, advice, and guidance as necessary to meet the needs of any vulnerable students and offer appropriate alternatives as deemed necessary.