

Kingdown School Careers Department

Welcome to the Careers Department

Peter Marlow – School Careers Advisor

Mr Marlow provides a comprehensive careers information, advice and guidance service to assist students with their career planning and development. Mr Marlow can be contacted at pmm@kingdown.wilts.sch.uk or on 01985 224249.

Kevin Murphy - Vocational Learning Manager

Mr Murphy's responsibilities include careers, work experience, enterprise, vocational subjects and work related learning in general. Mr Murphy can be contacted at mp@kingdown.wilts.sch.uk

What support does the Careers Department provide?

The aim of the Careers Department is to provide up-to-date advice, guidance, information and support for all students, to help them to make informed choices about the full range of available options, to develop their future career plans and to promote a successful transition into adult life.

Careers Guidance

Careers guidance interviews are available for all students from Year 8 upwards. There is a planned programme of guidance interviews for students in Year 11, reflecting the important decisions they will have to make during this key year. Each student has the opportunity to meet with Mr Marlow to explore the full range of options available and to discuss and develop their career plans. Interviews are confidential and impartial, allowing students to talk through their future aspirations and ideas in an encouraging atmosphere. 6th form students are also encouraged to book appointments to consider their post 18 options at any time during their Key Stage 5 studies. Further interviews and support can be arranged with students as required.

Mr Marlow also offers drop in sessions for students in all years that have any careers-related questions they would like to ask. These are held in the careers office which is located in the school library every weekday during Break 1 (10.50 – 11.20am).

Mr Marlow is also available at parents/options evenings for students in Years 9–13. Parents can also call the careers department and may book an appointment for further discussions at any time during the school year.

Careers Education

Kingdown School has a programme of careers education for all students in Years 7 – 13, which builds progressively each year, reflecting the student's development. It is intended to meet the following aims:

- Encourage reflection and self-awareness;
- Promote sensible decision making;
- Raise students' awareness of the skills required in their future working lives and how they link with subjects studied in school;

- Encourage students in understanding of concepts of work and labour market trends;
- Introduce students to the range of career resources available and encourage them to take responsibility for their own research;
- Encourage students to analyse the differences between jobs, make comparisons and consider their preferences;
- Inform students about the range of Higher Education and non-HE opportunities.
- Give students the opportunity to prepare for jobs (e.g. CV writing, interview techniques).

Key Stage 3

Students in Year 7 complete a careers unit as part of their Learning to Learn lessons. This covers a range of topics including the links between careers, lifestyle and budgeting, early career idea exploration, the changing world of work and stereotyping in careers.

Year 8 students take part in a careers morning which includes a 'What's My Job' activity where they meet and question a range of visitors from different occupations, stimulating their own career thinking and broadening their career horizons. They also reflect on their individual skills and qualities and how these link into future job ideas. All students also enjoy a careers related theatre production about future options.

Students in Year 9 complete a series of lessons around Key Stage 4 options time, which are designed to support effective and informed decision making at this important transition point. They also have additional lessons using job idea exploration software and looking at the influence of personality and the wider labour market in career choice.

Key Stage 4

Year 10 students complete an employability skills unit in English lessons, where they produce a CV and cover letter and practise interview skills. The unit culminates in a mock interview with a local employer. They also complete lessons in PSHE on different types of employment and entrepreneurship (including a short group project linked to developing a business idea).

All students in Year 11 have a post-16 options morning, where they are able to learn more about the full range of academic, vocational and work-based routes open to them via presentations from a range of speakers representing local education and training providers. They also have sessions on making informed decisions and action planning. All students in Year 11 have the opportunity to have a 1:1 careers interview(s) with the school careers advisor to discuss their next steps.

Key Stage 5

Students in Year 12 and 13 have regular Forum sessions and three 'Futures Days' which are focused on post-18 options and support with applications either to university or employment and apprenticeship opportunities. Students also have a weekly hour per week of Professional Tutoring from an experienced member of staff, which involves content on career planning and employability skills development. All students in Year 12 have the opportunity to complete a one week work experience placement in the summer term of that year.

Careers Information

Students are able to access up-to-date careers information through a range of sources. The careers section of the school website, which incorporates the Career Companion resource site, has links to a wide range of excellent sites for information on current careers information and opportunities (including vacancies for

apprenticeships, jobs and voluntary work), help and support with key employability skills (CV writing, job hunting, interview technique, cover letters), information on the full range of options available at 16 and 18 and links to key websites. Computer aided packages to help students develop career ideas can also be accessed via the school network.

Students regularly receive the latest information about careers opportunities through a monthly bulletin, school website, tutor updates, the careers noticeboard and individually targeted emails.

The school careers library and 6th Form careers resource area contain information on a range of careers and includes books, magazines and guides offering support with Further and Higher Education choices, UCAS applications, gap year opportunities, student funding, sponsorships and scholarships. There is also information on how to apply for jobs, create a CV, complete applications and prepare for interviews. The school library is open to all students from Monday to Friday from 8.15am to 4.00pm.

Special Events

The school arranges a programme of careers insight talks from local and national employers as well as ex-students who explain their own career paths. There are also speakers representing different education, training and employment options (such as apprenticeships or colleges) and motivational speakers who give aspiration raising talks to students. In addition, there are also opportunities throughout the year for students to visit to local colleges, universities, employers and voluntary organisations. The school also arranges events and speakers to coincide with National Careers Week and National Apprenticeship Week each year.

Work Experience

Work experience placements offer students the opportunity to develop an increased understanding of world at work, develop interpersonal skills and can encourage them to make informed choices about their future career plans. There is a formal work experience week for students in Year 12 (which takes place in school time in early July) and all students in this year group are strongly encouraged to go on placement at this time. As part of their programme of self-development, Year 12 students are tasked with identifying a suitable placement, contacting the employer and finalising placement details themselves.

Please note: the traditional work experience week placement for Year 10 students is not offered at present, however students at Key Stage 4 and 5 are actively encouraged to try and arrange work experience to take place during out of school hours (e.g. summer holidays).

How parents / carers can support their child

The Careers Services and Employer Engagement section of the school website (which includes the Career Companion website) provides a range of useful sources of information specifically targeted at parents/carers, outlining the choices and options available to students at different stages of their education. Parents are welcome to call Mr Marlow if they have any questions. Appointments for further discussions and/or face to face meetings can also be booked in at any time during the school year.

Support for students with additional needs

Mr Marlow works closely with a team of staff within the school to support any student with additional needs. The Wiltshire Council Special Educational Needs team also works specifically with those students in Years 9 -13 who have a 'My Plan' document (Education, Care and Health Plan), to support them with planning their transition after school.

