



What to expect in Lower School from Careers Education, Information, Advice and Guidance (CEIAG)

By the end of Key Stage 3, we expect students to have a greater understanding of how to:

- Consider particular jobs that appeal to them and link that to the interest or skills that they possess or are developing.
- Use personal reflection to understand what skills and qualities they have or are developing and how this relates to specific careers and job families.
- Explore labour market information to support their future career choices.
- Access impartial and independent careers information, advice and guidance.

How is this achieved?

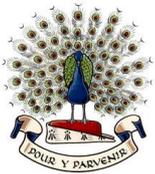
- Through a programme of Personal, Social and Health Education activities in form time that includes specific careers related activities.
- Through other timetabled PSHE and careers lessons.
- Through assemblies and parents' events.
- Careers Adviser attendance at appropriate review meetings with SEND students and contributing to EHC plans.

Impartial and independent CEIAG. This is achieved through:

- Dedicated careers webpages for students and parents.
- Dedicated MyVLE careers pages – supporting all key stages. These include links to information databases and career guidance programmes that support career choice.
- Careers books, leaflets and materials – with specific resources linking careers to school subjects.
- Specific careers events such as the careers conventions, university visits, and employer led events.
- Professionally qualified Careers Advisers who advise and guide students on career and subject choice including advice on higher education. Advisers work specifically with students from Year 8 through to Year 13. Electronic career plans are produced and e-mailed to parents on request.
- The involvement of employers and other external organisations.

Links to information about post-14 opportunities offered by organisations external to school such as university technical colleges, studio schools and post-14 enrolment at local colleges can be accessed from the Lady Manners School 'Careers and Work Experience' web page.

This information will also be available through the 'Guided Choices' process in Year 9. Information is also available in the careers library.



Lady Manners School Careers Department

Year 7 Programme

In Year 7 students will be taught careers education through PSHE focused form tutor periods throughout the year.

Students will:

- Assess their likes and interests so that they become aware of strengths and skills.
- Assess their self-development by looking at their progress.
- Be introduced to the school library including the careers section situated there.

Year 8 Programme

In Year 8 you will be taught careers education through PSHE focused form tutor periods throughout the year and a dedicated careers module in the Summer Term.

Students will:

- Broaden their awareness of different careers with particular reference to stereotyping.
- Use the Jobs Explorer Database (JED) to help develop self-awareness and decision making.
- Assess their personal qualities and skills.
- Understand how you learn.

Parents and students will be invited to a Lady Manners School major careers convention – held every other year. In alternate years, students will be invited to a mini-careers convention.

Students will, through a dedicated assembly, be introduced to the careers department, the careers website, the careers page on Myvle and how to access independent and impartial Careers Guidance including access to one-to-one interviews.

Targeted students will have the opportunity to work with projects such as the 'Volunteer it Yourself' team building/mentoring project.

Year 9 Programme

Students will be taught careers education through form tutor periods and through PSHE sessions throughout the year. There will also be presentations from the Careers Department in assembly time.

The focus is:

- Look at how we make decisions and plan their move into Year 10.
- Be introduced to the 'Fast Tomato' careers programme which helps students make decisions about their option choices. Students will research specific careers from their interests.
- Be introduced to specific sections of the careers library in school and to the school's careers web page.
- Have the opportunity to attend both a careers convention and a mini careers convention in alternate years and to attend career talks.
- Attend university visits (targeted students only).
- All students will have access to independent and impartial careers guidance including access to one-to-one interviews at their request.
- Targeted students will have the opportunity to work with projects such as the 'Volunteer it Yourself' team building/mentoring project.



Lady Manners School Careers Department

The Lady Manners School Careers Library

This is housed in the main school Library. A section of the Library is devoted to careers resources. All careers information is regularly updated and quality assured to ensure that it is free from bias and stereotypical views. Here, you will be able to find information on different jobs and courses for the future.

The Careers Department works with all curriculum areas in school to promote careers related issues and information

The Lady Manners School 'Careers - Lower School' Webpage

There is a specific section of this website dedicated to students in Key Stage 3 (Years 7-9).

You can also use this website to contact school with any careers related enquiry. The website also provides a link to careers support beyond school.

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