Harford Manor School

Careers and Work Related Learning Programme

At Harford Manor School we have chosen to adopt the Oxford English Dictionary's definition of 'career' i.e. 'a person's course or progress through life' when designing our Careers Programme.

We aim to provide all of our pupils and their families/carers with the information they need to make informed choices about their futures. As our school motto suggests our aim is to teach our students the skills they need while they are with us, so that they are able to be as independent as they can be and have the opportunities they deserve open to them, after Harford Manor School. Our pupils may progress to different career pathways on leaving school including; Further Education (College courses), access an apprenticeship, voluntary or paid employment or access adult day service provision.

This careers programme has been designed to meet the requirements of the Gatsby Benchmarks.

Gatsby Benchmark	Intent	Implementation	Impact
1. A stable careers programme	To provide a programme of careers education and guidance suitable for all of our pupils.	Careers education and guidance and work related learning will be embedded throughout secondary education. All teachers will be supported to deliver appropriate sessions for their pupils.	All pupils and their families/carers will be well-informed about their options and be supported to make decisions.
2. Learning from career and labour market information	To provide opportunities specific to the pupils' local area. We have pupils who travel from various parts of Norfolk to attend our school therefore we will provide information about opportunities	Regular opportunities to engage with the wider community will be provided including visits to colleges and day service providers outside of Norwich. Pupils will have a work experience placement in their	All pupils and their families will know about the opportunities within their local community with regard to their futures.

	outside of Norwich.	local area where possible.	
3. Addressing the needs of each pupil	To provide careers education and guidance which is bespoke to the needs of our pupils.	We are able to deliver appropriate careers education and guidance for our pupils because we understand their learning styles and how to overcome their barriers to learning. Guidance is given to parents/carers at EHCP review meetings and their views sought about their child's future. Pupils' views about their wishes for the future are sought where applicable through the EHCP review questions.	Ensuring that the needs of each pupil are met gives our pupils the best chance of reaching their full potential and attaining their goals.
4. Linking curriculum learning to careers	To link suitable areas of the curriculum to careers including our pupils' own ambitions and aspirations.	Careers will be linked to specific topics within our four year topic plan and will take place in at least one topic each academic year. All secondary classes will foster a sense of responsibility through carrying out class jobs/tasks and placing emphasis on pupils taking personal responsibility for their belongings etc. At Post-16 pupils will take on jobs/tasks that help others in school.	Careers will not be viewed as a stand-alone area within Harford Manor School as it is an integral part of learning and life. At Post-16 there will be a much greater focus on careers within the daily timetable.

		Internal work experience placements will be offered to Post-16 pupils where suitable with the school maintenance man, the site manager, in the school office, or working with the ICT technician depending upon preference.	
5. Encounters with employers and employees	To provide regular opportunities to engage with local employers and employees.	We will host an annual 'Enterprise Encounters Day' where local employers and employees will come into school and lead sessions with which our secondary pupils can engage; first one to be held Autumn 2022. Teachers may also provide other opportunities for their own classes suitable to their pupils' individual needs and abilities and linked to topic areas within the four year topic plan.	Pupils will experience a variety of activities linked to work carried out by local employers and employees. This will provide pupils with experiences to show them what might be possible in the future and also to give concrete experiences enabling pupils to decide the types of work/tasks they like or dislike.
6. Experiences of workplaces	To allow pupils to experience local workplaces.	Where appropriate secondary pupils will have the opportunity to visit at least one workplace each academic year. Where suitable KS4 and Post-16 pupils will have the opportunity to take part in external work experience	Pupils will experience what happens in work places and some will gain understanding about workplace behaviour and protocols. Pupils will also have the opportunity to practise work based skills in a

		either at the school charity shop or with local employers or if possible in their local community to promote sustainability rather than a one off work experience placement. Links with local businesses in the locality of our school shop may also provide experiences of work for pupils where suitable.	retail environment (school charity shop) and various other work environments (through work experience placements) depending on preference and availability.
7. Encounters with further and higher education	To provide pupils with the opportunity to see future placement opportunities.	Each year at Post-16 pupils will have the opportunity to take part in 'taster' sessions at Easton and City College Norwich where colleges are able to provide this service. Pupils will also visit other Norfolk Colleges and day service providers each year.	Pupils and their parents will have a clear idea what opportunities exist and also of likes and dislikes regarding future placements and can make decisions with this information in mind.
8. Personal guidance	Pupils and their families will have the opportunity to meet with a Beacon East Guidance Advisor.	Pupils and their families will have the opportunity to speak with a qualified guidance advisor. Parents/carers will be signposted by class teachers at EHCP reviews after Year 9 to make a referral to the Preparing for Adult Life Team (PfAL), so their child has support moving into adulthood. Class teachers or the	Pupils and their parents will have a clearer picture of what Post-school options are available to them in line with pupils' aspirations and how they can be achieved.

		Careers Lead will be available to offer support and guidance to pupils and their families around moving on to the next step of pupils' careers and future opportunities.	

Our careers programme will be evaluated to ensure it is meeting the needs of our pupils. We will do this by:

1. Getting feedback from pupils and parents/carers after careers events.

2. Getting feedback from staff and volunteers after careers events.

3. Getting feedback from staff in work placements.