



William Brookes School

Careers Guidance Procedure

Date: Spring 2025

Date of review: Spring 2026

William Brookes School's Careers Guidance Procedure provides further information specifically relating to our school's Career programme (e.g. details of our Careers Leader and our Careers Programme).

Careers Leader

At William Brookes School, a Careers Leader has been appointed. This member of staff will meet regularly with the school's Career Link Local Governor and report back to the LGB normally by a written report.

Careers Leader for William Brookes School

The Careers Leader is: James Boak

Telephone: 01952 728900

Email: james.boak@wbs.318education.co.uk

Our Career Programme

William Brookes School has an embedded careers programme that aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. The school provides statutory independent careers guidance to pupils from year 7 onwards.

The programme has been developed to meet the expectations outlined in the Gatsby Benchmarks:

- A stable careers programme with a careers leader
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

The programme does not show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. The programme provides aims, objectives and activities for each year group.

Key Stage 3

Key Stage 3 careers programme will support pupils in inspiring them for their futures, broadening their horizons and supporting them with their planning and choices of GCSE subjects. This includes:

William Brookes School Careers Programme – Years 7 - 9

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
7 - inspiration	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	February	Year 7 Careers Day	Students will spend a full day off timetable where a range of employers will come in, talk to, and inspire students about careers in their area.	2,3,4,5
8 - Broadening horizons, what routes are open to me?	Autumn or Spring term	STEM workshop	An exciting Science, Technology, Engineering and Maths workshop from an employer in the industry.	3,5
	Ongoing	PSHE lessons - broadening horizons	A chance for students to start to use our careers platform, Unifrog, and consider the kinds of careers and routes that may inspire them.	2, 3, 4, 8
	March	University visit – Chester	A day trip for the year group to Chester university to get a taste of university life.	3,7
9 - What careers are open to me?	October	Careers Awareness Day and workshops	A day of workshops from employers in a range of different careers, as well as universities and apprenticeship providers. The day culminates in a visit to our Careers Fair.	2,3,4,5,7,8
	Ongoing	PSHE Lessons - post-16 research	Students will use Unifrog to start researching careers and the specific routes that they need to take to get there.	2,3,8

Key Stage 4

Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into Post-16 education and training. This includes:

William Brookes School Careers Programme – Year 10

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
-----------------------------------	-------------	----------------------------	--------------------------	-------------------------

10 - Inspiration for post-16, and preparation for the real world	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5
	Ongoing	Post-16s morning assemblies	A series of assemblies from post-16 providers in the area explaining to students their different options after Year 11.	2,3,7
	Autumn term onwards	Work Experience Planning	Students begin the process of sourcing a rewarding work experience placement ready for next year.	2,3,6
	December	Mock Interviews with CVs	All Year 10s will be supported throughout the term in producing their own CV, which they will take to a 10 minute mock job interview with a real-life professional, who will provide feedback afterwards.	2,3,5,8
	March onwards	1:1 Careers interviews begin	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - work experience and work skills	Students will be guided through the work experience progress, including how to source a placement, the kind of professional behaviours you need to follow in the world of work, and an introduction to CVs.	3,4

William Brookes School Careers Programme – Year 11

<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
11 - Support for applications	September	Work experience week	A full week's placement at an employer, learning about the 'real world' of work.	2,3,6
	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and	3,5,7,8

			universities, with students given the chance to browse the stalls and ask questions.	
	October	Army presentation	A presentation delivered by the Army outreach team where students learn about the range of careers available to them in the military.	2,3,4,5
	Ongoing	Post-16s morning seminars	Students will opt-in to seminars from local education providers to support them in their applications and choices for their next steps.	2,3,7
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Spring term	PSHE unit - what employers are looking for	A unit of work on how to apply for jobs, including writing a CV, how to conduct yourself at interview, and the chance to carry out a mock interview.	3,4, 8

Key Stage 5

Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

William Brookes School Careers Programme – Year 13				
<u>Year group and overall aim</u>	<u>Date</u>	<u>Careers Opportunity</u>	<u>What is involved?</u>	<u>Gatsby benchmark</u>
13 - Applications and next steps	October	School Careers Fair	We pack our main hall with over 30 different employers, colleges, and universities, with students given the chance to browse the stalls and ask questions.	3,5,7,8
	Ongoing	1:1 Careers interviews continue	A chance to meet individually with our Careers Advisor, Mel Lawrence, to discuss future plans.	8
	Ongoing	Careers based work in tutorial time	Regular input in morning briefings and tutor times, guiding students in applying for university, as well as the various other options open to them.	3,8

	Ongoing	Formal Fridays	On the 1st Friday of each month, students wear business wear in to 6th form. This is to prepare them for how to dress professionally in future.	3,4
	Ongoing	World around you Tuesdays	A series of external speakers are invited in to talk to students about their careers and the fields they work in	2,3,4