

Southfields Academy Careers Programme Years 7-13

This document outlines only the core programme for careers in each year group for all students. In addition to this, the academy has a commitment to link learning to careers in each subject area and to providing additional opportunities for students to participate in a wide range of career related opportunities that are appropriate to their needs. For example, college visits, apprenticeship and skills fair visits, employer talks, workplace conferences, HPA/Social mobility career mentoring programmes and employability skills workshops.

Year	Activity	Timing	Learning Outcomes
7	Enrichment Fayre	Autumn term	<ul style="list-style-type: none"> An opportunity to see the links between curriculum subjects and careers
	PSHE lessons: <ul style="list-style-type: none"> exploring careers that fit your strengths and interests (Using Start online Careers) Weekly presentation by teachers regarding former careers or careers of interest 	Spring term	<ul style="list-style-type: none"> Being aware that career describes their journey through life, learning and work. Being aware that learning, skills and qualifications are important for career development. Being aware that many jobs require learning, skills and minimum qualifications. Being aware of the range of possible jobs
	Tutor time activities to explore careers: <ul style="list-style-type: none"> Assembly regarding apprenticeships Exploring career profiles highlighted by a range of teachers National Grid Careers Workshop 	Spring term	<ul style="list-style-type: none"> Imagining a range of possibilities for themselves in their career and alternate routes to success Being aware of the range of possible jobs. Being aware that different jobs and careers bring different challenges and rewards

Year	Activity	Timing	Learning Outcomes
8	BHM assemblies: prominent people from different backgrounds in a range of careers		<ul style="list-style-type: none"> ● Recognising the value of diversity in the workplace ● Imagining a range of possibilities for themselves in their career
	<p>Tutor time activities</p> <p>Examining a range of career profiles relating to subjects studied at school.</p> <p>Preparing to talk about skills for work IEAP day</p> <p>IEAP day workshop with Emergency Services.</p>	Autumn term	<ul style="list-style-type: none"> ● Identifying common sources of information about the labour market and the education system ● Being aware that many jobs require learning, skills and minimum qualifications ● Looking forward to the future ● Imagining a range of possibilities for themselves in their career
	Meet the Employer carousel event.	Spring term	<ul style="list-style-type: none"> ● Being aware of the range of possible jobs. ● Being aware that different jobs and careers bring different challenges and rewards.
	<p>PSHE lessons:</p> <ul style="list-style-type: none"> -gender stereotypes in work -discrimination and diversity. -what employers are looking for in apprentices and trainees -how to set effective career goals. (Using Start online Careers) 	Autumn and Spring term	<ul style="list-style-type: none"> ● Recognising the injustices caused by prejudice, stereotypes and discrimination in learning and workplaces. ● Being aware that it is important to take initiative in their learning and life. ● Being aware that many jobs require learning, skills and minimum qualifications
	Assembly on Post 14 Options (STC)	Spring term	<ul style="list-style-type: none"> ● Being aware of the main learning pathways ● Identifying common sources of information about the labour market and the education system

Year	Activity	Timing	Learning Outcomes
	Visit to a university (Roehampton)	Spring term	<ul style="list-style-type: none"> • Being aware of the main learning pathways • Recognising the main learning pathways • Planning their next steps in learning
	Recording achievements and skills	Summer term	<ul style="list-style-type: none"> • Reflecting on and recording skills and achievements
9	Tutor time - black history month - exploring the careers of notable black people	Autumn term	<ul style="list-style-type: none"> • Recognising the value of diversity in the workplace • Imagining a range of possibilities for themselves in their career • Reflecting on their heritage, identity and values
	Tutor time - using personal careers research activity and presentation for IEAP day	Spring term	<ul style="list-style-type: none"> • Identifying common sources of information about the labour market and the education system • Being aware that many jobs require learning, skills and minimum qualifications • Looking forward to the future • Imagining a range of possibilities for themselves in their career
	Southfields Academy Careers Fair - preparation and opportunity to meet employers, apprenticeship providers, colleges and training providers	Autumn term	<ul style="list-style-type: none"> • Considering what jobs and roles are interesting • Researching the labour market and the education system • Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it • Researching the learning and qualification requirements for jobs and careers that they are interested in • Researching the range of workplaces and what it is like to work there • Researching how recruitment and selection processes work and what they need to do to succeed in them

Year	Activity	Timing	Learning Outcomes
	Year 9 Options Process: Tutor time activities, Options Evening, assemblies and talks	Spring term	<ul style="list-style-type: none"> • Preparing for choosing their GCSEs • Considering what learning pathway they should pursue next
	PSHE lessons to explore GCSE Options. Investigate the career links you can make with your subject choice.	Spring term	<ul style="list-style-type: none"> • Being aware that learning, skills and qualifications are important for career • Preparing for choosing their GCSEs • Identifying common sources of information about the labour market and the education system
	Work shadow day	Autumn term	<ul style="list-style-type: none"> • Recognising the value of challenging yourself and trying new things • Reflecting on and recording achievements, experiences and learning • Considering what jobs and roles are interesting • Researching a workplace and what it is like to work there
	Online work experience with Springpod	Spring term	<ul style="list-style-type: none"> • Being willing to challenge themselves and try new things • Considering what jobs and roles are interesting • Reflecting on and recording achievements, experiences and learning
10	Southfields Academy Careers Fair - preparation and opportunity to meet employers, apprenticeship providers, colleges and training providers	Autumn term	<ul style="list-style-type: none"> • Considering what jobs and roles are interesting • Researching the labour market and the education system • Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it • Researching the learning and qualification requirements for jobs and careers that they are interested in • Researching the range of workplaces and what it is like to work there • Researching how recruitment and selection processes work and what they need to do to succeed in them

Year	Activity	Timing	Learning Outcomes
	PSHE lessons to prepare for work experience, demonstrate an understanding of employability skills and practice interview skills.	Spring term	<ul style="list-style-type: none"> • Being aware of the skills and qualities employers look for • Finding out how recruitment and selection processes work and what they need to do to succeed in them
	Assembly presentation Green/STEM careers/apprenticeships	Spring term	<ul style="list-style-type: none"> • Being aware of the main learning pathways • Being aware of the skills and qualities employers look for • Positively engaging in learning and taking action to achieve good outcomes • Researching the range of workplaces and what it is like to work their
	Work Experience preparation, placement and debrief	Summer term	<ul style="list-style-type: none"> • Recognising the value of challenging yourself and trying new things • Reflecting on and recording achievements, experiences and learning • Considering what jobs and roles are interesting • Researching a workplace and what it is like to work there
	Tutor time careers activities - exploring LMI, Post 16 options and careers pathways	Throughout the academic year	<ul style="list-style-type: none"> • Considering what jobs and roles are interesting • Researching the labour market and the education system • Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it
	Individual careers guidance interviews and action plans (all students have minimum of one 1:1 interview in KS4 with follow-up discussions on IEAP day with tutor)	Throughout the academic year	<ul style="list-style-type: none"> • Building your confidence and optimism about the future • Making plans and developing a pathway into their future • Thinking about how you deal with and learn from challenges and setbacks • Responding positively to help, support and feedback • Reflecting on and recording achievements, experiences and learning • Being able to reflect on and change your career ideas and the strategies that you are pursuing to achieve them

Year	Activity	Timing	Learning Outcomes
11	IEAP day careers focus alternative routes	Autumn term	<ul style="list-style-type: none"> ● Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it
	Southfields Academy Careers Fair - preparation and opportunity to meet employers, apprenticeship providers, colleges and training providers	Autumn term	<ul style="list-style-type: none"> ● Considering what jobs and roles are interesting ● Researching the labour market and the education system ● Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it ● Researching the learning and qualification requirements for jobs and careers that they are interested in ● Researching the range of workplaces and what it is like to work there ● Researching how recruitment and selection processes work and what they need to do to succeed in them
	PSHE Lessons - standing out from the crowd. CV and application writing. Exploring Post 16 options.	Autumn term	<ul style="list-style-type: none"> ● Reflecting on and recording achievements, experiences and learning ● Learning how the recruitment and selection processes work and what they need to do to be successful in them ● Exploring the learning pathway they should consider next
	Post 16 Options, assemblies, talks and interviews	Spring term	<ul style="list-style-type: none"> ● Considering what learning pathway you should pursue next ● Reflecting on and recording achievements, experiences and Learning ● Researching the labour market and the education system ● Recognising the main learning pathways and considering which one you want to follow and how you will access and succeed in it ● Taking steps to achieve in their GCSEs and make a decision about their post-16 pathway

Year	Activity	Timing	Learning Outcomes
	Tutor time careers activities - exploring LMI, Post 16 options and careers pathways	Throughout the academic year	<ul style="list-style-type: none"> ● Considering what jobs and roles are interesting ● Researching the learning and qualification requirements for jobs and careers that you are interested in ● Considering the risks and rewards associated with different pathways and careers
	Individual careers guidance interviews and action plans (all students have minimum of one 1:1 interview in KS4 with follow-up discussions on IEAP day with tutor).	Throughout the academic year	<ul style="list-style-type: none"> ● Building your confidence and optimism about the future ● Making plans and developing a pathway into their future ● Thinking about how you deal with and learn from challenges and setbacks ● Responding positively to help, support and feedback ● Reflecting on and recording achievements, experiences and learning ● Being able to reflect on and change your career ideas and the strategies that you are pursuing to achieve them
12	Southfields Academy Careers Fair - preparation and opportunity to meet employers, apprenticeship providers, colleges and training providers	Autumn term	<ul style="list-style-type: none"> ● Actively seeking out information on the labour market and education system to support their career ● Having a clear understanding of the learning pathways and qualifications that they will need to pursue their career ● Actively researching and reflecting on workplaces, workplace culture and expectations ● Building and maintaining networks beyond the school
	Mock interview day with employers	Autumn term	<ul style="list-style-type: none"> ● Reflecting on and recording achievements, experiences and learning and communicating them to others ● Analysing and preparing for recruitment and selection processes

Year	Activity	Timing	Learning Outcomes
	CV/Apprenticeship/Employment skills workshop	Autumn term	<ul style="list-style-type: none"> • Reflecting on and recording achievements, experiences and learning • Learning how the recruitment and selection processes work and what they need to do to be successful in them • Exploring the learning pathway they should consider next
	Ongoing programme of careers talks, assemblies and workplace visits	Autumn/Spring & Summer term	<ul style="list-style-type: none"> • Being aware of the main learning pathways • Considering what jobs and roles are interesting • Understanding the job market and steps to success • Actively seeking out information on the labour market and education system to support their career
	IEAP Day Skills and Career reflection activities and preparation for Work Experience.	Autumn and Spring term	<ul style="list-style-type: none"> • Actively seeking out information on the labour market and education system to support your career • Reflecting on and recording achievements, experiences and learning and communicating them to others
	Work Experience preparation, placement and debrief	Autumn /Spring term	<ul style="list-style-type: none"> • Actively researching and reflecting on workplaces, workplace culture and expectations • Building their confidence and optimism about their future and acting on it • Reflecting on and recording achievements, experiences and learning and communicating them to others • Seeking out challenges and opportunities for development • Building and maintaining relationships and networks within and beyond the school
	National Apprenticeship week - Meet the Apprentice Event	Spring term	<ul style="list-style-type: none"> • Actively seeking out information on the labour market and education system through the apprenticeship route
	Personal Statement / UCAS Day	Summer term	<ul style="list-style-type: none"> • Reflecting on and recording achievements, experiences and learning and communicating them to others • Preparing for post-18 transitions

Year	Activity	Timing	Learning Outcomes
			<ul style="list-style-type: none"> ● Building their confidence and optimism about their future and acting on it ● Actively planning, prioritising and setting targets for their future
	Level 2 Employability Skills lessons.	Throughout the academic year	<ul style="list-style-type: none"> ● Reflecting on and recording achievements, experiences and learning and communicating them to others ● Beginning to manage their own money and plan their finances (e.g. thinking about student loans) ● Analysing and preparing for recruitment and selection processes ● Preparing for next steps
	Level 2 Tutor period	Throughout the academic year	<ul style="list-style-type: none"> ● Representing themselves and others ● Acting as a leader, role model or example to others ● Taking responsibility for their learning and aiming high ● Building their confidence and optimism about their future and acting on it ● Actively planning, prioritising and setting targets for their future ● Being proactive about being resilient and learning from setbacks
	Tutor lessons careers activities and engagement with sixth form opportunities bulletin	Throughout the academic year	<ul style="list-style-type: none"> ● Actively seeking out information on the labour market and education system to support their career ● Seeking out challenges and opportunities for development ● Actively seeking out help, support and feedback ● Taking responsibility for their learning and aiming high
13	Southfields Academy Careers Fair - preparation and opportunity to meet employers, apprenticeship providers, colleges and training providers	Autumn term	<ul style="list-style-type: none"> ● Actively seeking out information on the labour market and education system to support their career ● Having a clear understanding of the learning pathways and qualifications that they will need to pursue their career

Year	Activity	Timing	Learning Outcomes
			<ul style="list-style-type: none"> Actively researching and reflecting on workplaces, workplace culture and expectations Building and maintaining networks beyond the school
	IEAP Day - individual interviews - target setting and career planning	Spring and Autumn term	<ul style="list-style-type: none"> Actively seeking out help, support and feedback Planning your next steps in learning and work Developing a clear direction of travel in your career Building your confidence and optimism about your future and acting on it Actively planning, prioritising and setting targets for your future Being proactive about your life, learning and career
	UCAS and alternatives to university application support	Autumn / Spring term	<ul style="list-style-type: none"> Planning your next steps in learning and work Analysing and preparing for recruitment and selection processes Reflecting on and recording achievements, experiences and learning and communicating them to others Preparing for post-18 transitions
	Tutor lessons UCAS/WAVE/Careers Workshop activities, including a programme of speakers from industry. Engagement with opportunities bulletin.	Throughout the academic year	<ul style="list-style-type: none"> Planning your next steps in learning and work Analysing and preparing for recruitment and selection processes Reflecting on and recording achievements, experiences and learning and communicating them to others Preparing for post-18 transitions Beginning to manage your own money and plan your finances Actively seeking out information on the labour market and education system to support their career Seeking out challenges and opportunities for development Considering entrepreneurialism and self-employment as a career pathway

Reviewed: November 2024
Next Review: November 2025