

## **A Basic Introduction to the Careers Adviser (CA) and her work within the school for Year 10 & Year 11 students**

Mrs V Banbrook – I am the Careers Adviser that links to your school - I work in St Paul's Academy normally on Wednesdays and Thursdays – The Careers Office is in the Main Building on the first floor, on the corner where the Art Dept. meets the I.T. Dept, there are signs on the door.

My role is to provide **Careers Information, Careers Advice and Careers Guidance** to help you to make decisions about your future. However the process cannot work unless you the student play an equal part, which means that you engage in the careers interview/meeting and are prepared to do some careers research and carry out other action that is agreed.

My work with Year 10 starts in the summer term and will continue into Year 11 right up until you leave St Paul's Academy.

### **The work includes:-**

#### **One to one careers interviews/meetings**

Each meeting will be different as it depends on the needs of the student and the CA, so what we discuss is agreed at the beginning of the meeting.

The meetings will last for 50 mins.

Appointment slips are delivered to the student from the school's main office/reception during morning form time on the day of the meeting. The time and venue and any other details will be included on the slip.

Do show the slip to the relevant teacher at the relevant time so that they are aware that you will not be in their lesson.

Please be on time for your meeting.

If you do not attend your meeting and a reason is not provided you will be wasting a slot that another student could have taken and you will be wasting my time which is limited and therefore you will then be added to the end of the year group interview list to be contacted again.

The types of things we may discuss during a careers meeting include:-

### Information About You Now

- Your Post 16 Options
- Your GCSE subjects and grades
- Your interests/hobbies
- Things you are good at, your skills, strengths, personal qualities and areas for development
- Things that may be important to you in a job – your values

### Your Goals

- Your plans/ideas for the future if you have any
- If you don't have any plans/ideas we can discuss Post 16 Options and topics generally and I can show you how to carry out some careers research

### Action You Can Take To Achieve Your Goals

- A plan of action to help you reach your goals or at least to move forward

You will leave the careers meeting with a written action plan which I would encourage you to share with those that might be able to help and support you with your plans e.g. your parents/carers, your older siblings, your tutor etc. You may also leave with some relevant careers information leaflets. I normally keep a copy of your action plan unless you particularly ask me not to do so.

### **Small Occupational Group Interviews (approx. 4 students and myself)**

These are for those that know what they want to be in the future e.g. a doctor, an engineer, a physiotherapist etc. These sessions are planned in connection to a careers questionnaire that I ask you to complete for me.

### **Follow Up Careers Meetings**

Once every student has had a careers meeting or been part of an occupational group session then I will offer follow up one to one meetings to those that need/want one.

### **Small Apprenticeship Group Sessions**

Small Apprenticeship group sessions will also be offered for those that decide that their main choice at Post 16 is to try and find an apprenticeship, rather than go to a college or sixth form and study on a full time course.

### **Tutor Group Sessions**

I normally visit each tutor group at least twice, once in the summer term and once in the spring term to provide you all with information about Post 16 Options. In the summer term I will explain the differences between the courses available at college/sixth form e.g. A Levels, BTECS, T Levels and the International Baccalaureate Diploma, I will also explain the different levels of courses available and the likely entry requirements (GCSEs required) for each course. Then in Sept/Oct (at the beginning of Year 11) I will deliver to you all a presentation on how and when to apply to colleges/sixth forms.

### **Parents Evenings**

I normally attend Year 9, Year 10 and Year 11 Parents Evenings to provide careers information and advice if requested by the school.

### **Careers Opportunities – Google Classroom**

Remember to check Year 10 (and from Sept) Year 11 google classroom (GC) a few times each week as any careers information/opportunities that I hear about I will post on GC e.g. careers fairs, apprenticeship fairs, work experience opportunities, careers webinars etc.

### **Careers Section Of The School's Website**

Go to the school website, look under Curriculum Areas to see Careers Education, Information, Advice & Guidance, scroll down and see lots of information that could be of interest to you and your parents/carers.

### **Information Leaflets Linked To Careers Related Topics**

You and your parents will be receiving various information leaflets/booklets about a variety of careers related topics that will be useful to you at relevant times throughout the year.

### **Careers Lead**

Mr G Davis is the Careers Lead for the school, he is responsible for **Careers Education** in the school, e.g. careers lessons and activities within the curriculum, organising outside careers related speakers to talk to you at assemblies, organising the school's Careers/Post 16 Fair and responsible for organising student visits to Post 16 institutions, employers, universities and apprenticeship providers, amongst other duties.

Mr Davis and I will work closely together to provide you with Career Education Opportunities and Careers Information, Advice & Guidance

**Thank You for taking the time to read this.**

Mrs Vicki Banbrook – Careers Adviser

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