

CAREERS AND EDUCATIONAL GUIDANCE

The aim of the Careers Department at Leweston is to provide sources of information and advice to pupils which will enable them to make appropriate choices about pathways to Higher Education, future careers and life-long learning opportunities. In line with the aims of the School, careers provision is focused on achieving the following:

- To provide comprehensive careers education, resources, advice and guidance to every student.
- To encourage every student to be aspirational in their career choices.
- To ensure students are well equipped to make informed choices about their future careers and understand the employability skills they need to succeed.
- To encourage self-development.
- To challenge gender stereotypes.

Rationale and Policy

As each pupil progresses through the School, careers education, information and advice inevitably becomes more specialised and the means by which it is provided becomes more varied. All young people's abilities and aptitudes develop, and they begin to reflect more personally on their own future. Their sense of themselves as individuals, capable of decision-making and problem solving is encouraged, partly through building an awareness of personal interests, in addition to actual and potential abilities.

Career HE Department Facilities

- The school has a dedicated careers adviser who is available three days a week to provide careers education to Leweston pupils. Pupils can request a careers interview whenever they need advice, and a mutually convenient time will be arranged.
- The careers adviser is supported by the Head of Sixth Form, Deputy Head, Head of PSHRE, and Heads of Year. Careers education is delivered by the careers adviser within the PSHRE and supercurricular programme. In line with government recommendations, the Leweston careers programme is designed using the 8 Gatsby Benchmarks as a framework.
- Work experience is strongly recommended after GCSE exams by Year 11, and Year 12 are also encouraged to seek out relevant opportunities. The school provides a number of internal positions which pupils can apply for, or pupils can use their own sources. The Leweston network of OAs, governors and parents support Leweston pupils in areas such as work experience, mock interviews and career advice. Pupils are guided in drawing up a CV and refining their interview technique in preparation.
- The Careers/HE section of the library is open for use to all students and located in the Pensabene Library. A number of university prospectuses are displayed in the Sixth Form Common Room.
- The school has a governor for careers with a wealth of relevant experience, who represents this department in management meetings and provides support to the careers adviser.

The Gatsby Benchmarks:

A stable careers programme



A full programme of careers activities takes place during Year 7- 8 extra-curricular sessions and during PSHRE lessons for Years 9 –11, with timetabled careers lessons. Areas covered include employability skills, STEM activities, how to make career choices, researching potential careers, developing personal qualities and strengths, CV writing, interview skills and the value of extra-curricular activities. For a detailed breakdown of activities please see the full list of careers provision provided in the Career Plan. Additionally, the science department run annual STEM activities including, for example, the IET Faraday challenge, the Crest Award, outside science speakers and the science week in March.

The sixth form receive extensive individual career guidance. The careers adviser is based in the sixth form centre. Students are encouraged to develop important employability skills through the LEaD programme, which includes a teamwork and leadership day. Year 12 are also given the opportunity to hone the skills they need to succeed in interviews and in their future careers when they attend the Future Directions Day in Year 12. Each term the Careers Adviser takes a scheduled PSHRE lesson to progress student career development and to support post -18 decision-making.

Learning from career and labour market information

There are several routes pupils will use to access career and labour market information as part of their careers education. For example, Year 8 complete wage information research using Career Pilot and the National Careers Service. Pupils in Year 11 receive a presentation, and research LMI. This provision is supported by sessions on STEM careers and green careers. The sixth form research the average pay of different graduates, as well as comparing graduate and non-graduate pay. Pupils sign up to the UCAS hub which provides a quiz, matching students with different careers and providing a wealth of labour and career market information. The school is registered with various external agencies such as Somerset Skills and Learning and STEM learning who provide local labour market information.

Addressing the needs of each pupil

A number of activities are carried out to support Able and Talented pupils at Leweston in terms of careers. This begins with the Rhetoric enrichment activity aimed at academic scholars and able and talented pupils in Years 7-9. During these sessions valuable employability skills are developed including teambuilding and communication. Able and gifted students further up the school are invited to attend the Head's Essay Society where they undertake in depth academic research on a variety of challenging topics, which they present and debate in a tutorial style format to help prepare them for university study Oxbridge and Russell Group Universities, alongside developing oracy and confidence in presenting and defending their ideas. This experience is also useful for their personal statement. Additionally, selected Year 10 and Year 12 students are taken to Able and Ambitious Conferences annually aimed at inspiring these students to excel in their career choices and potentially consider applying to Oxbridge. Oxford's outreach programme, Oxplore is another chance to stretch and challenge Able and Talented students with interactive online lectures introducing subjects studied at degree level. This is open to all year groups and generally occurs termly. Additionally, selected Year 12 students are taken on an annual trip to Oxford University's Merton College.

All pupils from Years 7-13 with any SEND need are registered on ISAMs and monitored by the Individual Needs department to ensure they have any necessary support in terms of career



provision. This can include help with study skills or revision techniques to ensure pupils are able to achieve career goals. The Individual Needs department provides individual support for students who want help with university or job applications. This can include help with research skills or planning, editing and proof-reading a personal statement. There are a small number of pupils with an EHCP who are provided with career guidance during annual reviews. In line with the national average about 10% of Leweston pupils are dyslexic and there is a focus on how to support pupils when they leave school. This includes, for example, focusing on common dyslexic strengths and relating these to suitable employment opportunities and promoting Dyslexia week within the school.

International students at Leweston require extra support in terms of careers. IELTS scores are vital for university entrance and this exam process is managed by the Director of International Studies. International students are also entered for an extra A level in their native tongue and given guidance on the structure of this qualification. In addition to the support provided by the careers adviser and personal tutor, international students also have extra guidance from the Director of International Studies, on their personal statement, as this document is particularly challenging in a second language. Extra support is also provided to international students when they apply for university accommodation.

Linking curriculum learning to careers

In addition to a variety of careers information displayed by subject teachers, there are careers posters highlighting career opportunities relating to each of the 12 core subjects. Each poster contains a visual of 18 potential industries or sectors with other occupations listed which pupils could explore further. Additionally, subject teachers, who are best placed to give specialist advice, directly linking curriculum with potential careers. When running themed learning with younger years, events such as the Year 7/8 model making week, will be linked to careers including making 3D models for TV and film, or engineering, architecture and construction. Through the careers programme students are introduced to careerpilot.org which allows students to link their favourite subject to potential careers.

Encounters with employers and employees

Leweston's careers provision is supported by guest speakers who are regularly invited into the school. Yeovilton Air Base continue to be most valuable, while guest speakers from other professions also help provide guidance and links to assist pupils in their future career plans. Leweston Lectures have been a valuable source of guidance with talks from Lord Mark Sedwill, Sir Matthew Pinsent and George Stiles (English composer). Further talks are planned for this academic year from inspiring role models in the fields of business, science and charity. The Army representative visits the school on an annual basis to meet individually with any potential recruits while the Science department will organise an Army STEM activity. There are opportunities to meet employers and employees by utilising the extensive network of Old Antonians and parents, with many willing to advise or mentor pupils considering their fields of study or employment. The governor for careers has extensive experience in marketing, media and communications and is available to provide advice and support, while the Head of Leweston Events provides the opportunity for Year 11, 12 and 13 students to apply for paid employment in the summer holidays working at weddings and other formal events. In November 2023 Leweston held its first Careers Fair, with 34 speakers representing 25 different industries or organisations. The next Careers Fair will be held on 25 November 2025.

Experience of workplaces.

All pupils at Leweston will be encouraged to find work experience during timetabled careers lessons. Year 11 are given help and support to organise relevant work experience following their GCSE exams. They are given the opportunity to apply for several roles in the school in areas including administration, finance, marketing, enterprise, nursery work and maintenance. In preparation Year 11 produce a one-page CV and practice interview skills, as part of their careers education. The dates of Army work experience are displayed on a central notice board and advertised to Year 10 and 11. The sixth form receive more individualised help finding relevant work experience. Students in the sixth form volunteer at the Nursery and with the laboratory technicians. Potential health care workers are given support finding work experience in local care settings and many sixth formers complete online work experience with springpod.com.

Encounters with further and higher education

A number of virtual events are emailed to students in Year 12/13 including the UK University and Apprenticeship Search Fair and Meet the Russell Group Virtual Fair. International students can attend programmes such as the BSA International Student University Fair. However, nothing replaces an actual university visit and pupils are encouraged to attend open days and campus tours using university posters on display boards and through individual interviews with the careers adviser. In Year 10 students are shown a presentation from Cambridge University. Year 12 are taken to visit a local university, and both Year 12 and their parents are invited to attend a talk from a Russell Group university in the autumn term. Other university visits are organised by individual departments or teachers. For example, a visit by music students to meet members of St John's College Choral Scholars and an annual trip to Bath University for Year 12 Sport students. The Apprenticeship and Skills Adviser from Dorset and Somerset Training Provider Network is also available to provide support and guidance to students who are interested in degree level apprenticeships rather than university.

Personal guidance

All pupils can request a meeting with the careers adviser. In addition, each student in Year 11 is timetabled to receive a careers interview in the autumn term. A record is kept of this interview as it details relevant action to be taken by the careers adviser and the student. A-level taster sessions are organised in activities week for Year 10, to encourage students to start thinking about their A level choices, prior to the A level information evening in the autumn term of Year 11. A second interview is offered at the start of the Spring term if students require more assistance. In Year 12 pupils complete a personal SWOT analysis which is then used as a basis for an in-depth career discussion during the spring term when they receive individual advice, guidance, and support. The Future Directions Day at the end of Year 12 is another opportunity for pupils to receive individual support as they begin to draft their personal statements. Year 13 receive many hours of extensive personal guidance in the autumn term to complete their UCAS form. They are then provided with support making their first and insurance choice. Sixth Form pupils who attend a university interview will be given a mock interview. Sixth Form pupils applying for apprenticeships or employment are given help and guidance producing covers letters and CVs. Additionally, the careers adviser is available to give individual support on results day.

Careers Plan and Meeting the Gatsby Benchmarks

Year 7-13

YR	PROVISION	GATSBY BENCHMARKS
7/8	Introduction to CAIEG	1,2,5
	Employability skills	1,5
	Enterprise task	1,4,5
	Career information and guidance	1,4
	Individual research – Labour Market Information/Linking careers to curriculum	1,2,3,4
9	Gender stereotypes/equal opportunities legislation	1,2,3
	Which way now – Year 10 options	1,2,3,4
	Leadership and teamwork	1,2
	Promoting STEM subjects	1,2,4
10	Employability skills: creativity. Individual research career pilot	1,2,3,4
	Employability skills: problem solving. Individual research career pilot	1,2,3,4
	Subjects Matters from Cambridge University University versus degree apprenticeship. Individual research UCAS	1,4,7
	Green careers	1,2,4
11	Post 16 options	1,3,4
	Employability skills/interview practice	1,2,3,4,8
	Produce a CV/cover letter	1,3,8
	Careers and labour market information. Individual research	1,2,4

Sixth Form

12	Post 18 options	1,2,7
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	Researching university courses/exploring careers	1,2
	Planning for the personal statement/organising work experience/job applications	1,5,8
	Personal SWOT/Careers action plan	1,5,8
	Interview skills workshop	1,3,8
	University visit	1,7
	Future Directions Day UCAS	1,3,8
13	Preparing for the university interview	1,8
	How to make 'firm' and 'insurance' choices	1,2
	Student finance presentation	1,2,8
	Building a professional CV/LinkedIn profile	1,2,8
	Preparing for university/wellbeing/results day/clearing	1,3,8
	Applying for an apprenticeship/employment/cover letters	1,2,8

Prep School

In line with the Leweston School Development plan, careers advice and development takes place across both schools. Evidence shows that young people form their aspirations and ideas about careers long before they join the workforce. The purpose of careers education at Leweston prep is not to sort these young people into various careers, but to make them aware of a range of lifelong opportunities and how to access them. Careers lessons can support increased engagement and attainment with school and crucially reduce gender stereotypes, which are clearly evident from a young age.

Careers education is delivered by Prep School staff within PSHRE programme which covers topics such as Enterprise and Green Careers. Additionally, as part of the Education for Social Responsibility plan, topics such as ethical trading and circular economies are covered. Relevant posters are displayed on the careers noticeboard and there is a range of reading material and a careers display in the library. The Prep School also undertakes a range of activities to support employability skills and help pupils discover their interests and skills. This includes Forest School and Public Speaking events.

In addition to the above years 5 and 6 have a separate careers plan detailed below:

Year 5	Term	Delivered by
Introduction to careers	Autumn	Class teacher



Employability skills – creativity and problem solving	Autumn	Class teacher
Guest speaker	Autumn	Careers adviser
Gender stereotypes	Spring	Class teacher
Different job roles in a business	Spring	Class teacher
STEM activity	Spring	Careers adviser
Apply for jobs in the school. I'll do that	Summer	Class teacher
Year 6		
How the jobs market has changed	Autumn	Class teacher
STEM careers	Autumn	Class teacher
Guest speaker	Autumn	Careers adviser
Linking skills and interests to careers. What is my job?	Spring	Class teacher
What are employability skills	Spring	Class teacher
Enterprise activity	Spring	Careers adviser
Developing employability skills	Summer	Class teacher