



St Mary Magdalene Academy

The Courtyard

THE COURTYARD

Careers Programme

The Courtyard aims to offer an outstanding educational and social provision that will equip our pupils with the skills and experiences needed to discover and live out their potential.

Approval Committee:	Curriculum and Standards
Author/responsible person:	Elena Vidal
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Required to publish on website?	Yes
Statutory?	Yes

SMMA: The Courtyard School Careers Programme

SMMA: The Courtyard is committed to providing pupils with high quality, independent and personalised advice and guidance with regards to careers, further and higher education and future life choices.

Careers Team Details:

The Courtyard **Careers Leader: Elena Vidal**

Contact details: elena.vidal@smmathecourtyard.org

The Courtyard **Careers Advisers: Adri Kelly, Hannah Lucas, Jessica Tripp, Kahir Abdul**

Business Ask: If you are a business and would like to support The Courtyard with our careers provision, please get in touch with Elena Vidal using the details above.

We are currently looking for businesses to support us with the following:

- Work experience placements for Year 12, 13, 14
- STEM workshops
- Speed Networking
- Careers Talks

The Courtyard has recently created along with two other organisations (Think Forward & Career Ready), LNSEN (London Neurodiversity SEND Employer Network), which aims to increase neurodiversity awareness by training, webinars, consultations and creating a diverse talent pool. If you are a business and you would like to become a member of LNSEN, please get in touch: lnsen@smmathecourtyard.org

Please note: This is a working document and as such is subject to change. We endeavor to evaluate and review all activities to ensure that they are meaningful and promote aspirations.

To ensure pupils at St Mary Magdalene Academy: The Courtyard receive the highest quality information, advice and guidance we have put the following into place:

Statutory Guidance checklist table

Gatsby Benchmarks:

In 2018, the government released a new careers strategy and statutory guidance for schools and colleges. It put an increased focus on using the Gatsby Benchmarks as a framework for best practice around which we can build our own careers provision. The Courtyard is working towards a Quality in Careers Standard which demonstrates our commitment to Careers.

The eight Gatsby Benchmarks of Good Career Guidance:

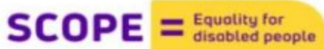
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

Careers programme

Our careers programme is based on the Courtyard’s recognition of key skills that pupils who attend our school need to develop in order to live successful lives and achieve their potential.

The Courtyard has teamed up with three career development companies this academic year (Career Ready, Talentino and The Careers & Enterprise Company), along with other organisations (please see below), in order to meet the 8 benchmarks of good careers guidance and offer our pupils personalised employability skills activities for them to flourish independently and professionally once they leave The Courtyard.

Our curriculum:



- ASSEMBLIES- BENCHMARKS 1,2, 7
- CAREERS IN THE CURRICULUM- BENCHMARK 1, 3 & 4
- COLLEGES VISITS- BENCHMARK 7
- MASTERCLASSES- BENCHMARKS 1, 3, 6
- MENTORING- BENCHMARK 3 & 8
- PARENTAL SUPPORT- BENCHMARK 8
- TUTORIALS- BENCHMARKS 1,3, & 7
- WORK EXPERIENCE- BENCHMARK 5 & 6
- WORKPLACE VISITS- BENCHMARKS 1,3,5 & 6

Assemblies: Benchmarks 1,2,7 & Masterclasses 1, 3, 6

- Some assemblies and masterclasses are provided by Career Ready and other organisations listed above, and delivered by employers.
- Other assemblies and masterclasses are organised by the Careers Lead at the Courtyard and delivered either by career advisers, employers, colleges, further education providers, etc.
- Monthly assemblies/ masterclasses about the World of Work for all year groups
- Weekly assemblies/ masterclasses for Sixth formers.

Example of the content of an assembly (by Career Ready):

The World of Work: understand the top 5 sectors that employ the most people nationally and locally

Skills for the Future: explore what skills are important to employers and know how you can develop skills from some of the subjects you are studying

Your Choices: understand the importance of researching what careers your GCSE/Level 2 qualification option choices could lead to

Exploring Careers: Identify the changes that are influencing the world of work and explore what types of jobs are going to be important in the future

Moving On: understand the different progression routes available to you after your GCSEs/Level 2 qualifications and the importance of researching the career you are interested in.

Sixth Form - Managing Your Next Steps: Explore the impact of technology development on the labour market and gain an understanding of the need for continuous skill development.

Example of the content of a masterclass (by Career Ready):

Inspire: Pupils will identify their skills and qualities.

Aspire: Pupils will reflect on their motivations for going to work and how these might influence their career choice.

Explore: Pupils will explore the skills and qualities which employers are looking for.

Action: Pupils will understand the range of factors that might influence their career.

Future Jobs: Pupils will understand the changing nature of work and how to succeed in the future jobs market.

Know Yourself: Pupils will develop self-awareness and understand how it relates to careers.

Effective Communication & Networking: Pupils will learn the communication and networking skills needed for career success.

Success at Interviews: Pupils will explore the skills needed for success in interviews.

Preparing for Work: Pupils will develop an understanding of how best to prepare for the world of work.

Success at Assessment Centres: Pupils will experience different assessment centre tests and identify different assessment methods.

Brand You: Pupils will explore and develop their own career brand and understand how important it is for future success.

Careers in the Curriculum- Benchmark 1,3,4

- Our Careers in the Curriculum activities enable us to deliver Gatsby Benchmarks 1,3, & 4 for Good Careers Guidance to small groups of your pupils.
- Research shows that linking the curriculum to careers results in higher educational outcomes, increased attainment & attendance, and an increase in young people pursuing subjects in higher education.
- Career Ready provides a range of resources to enable our staff to easily link curriculum subjects to bite-sized information about the world of work and career pathways. Resources and posters provide engaging and up-to-date information about the career options related to each subject, which can be dropped into a five-minute slot in your existing lesson plan and distributed to our young people. Resources are tailored to each year group, ensuring that your pupils are fully engaged and inspired for each stage of their journey from education to rewarding employment.
- As part of our [PAIL curriculum](#), the PAIL team at The Courtyard run termly PAIL meetings to ensure all staff covers the World of Work in their subject areas.
- All year groups are also covering ["The Future Leaders: The Leadership programme"](#) in P.E., provided by Rugby Centurions and delivered by our P.E. teacher.

Colleges visits: Benchmark 7

- Before Covid-19, educational visits to colleges were arranged for Sixth formers. These visits were very beneficial for our pupils as they helped them make a better decision about the career path they would like to take.
- This year, these visits to colleges will resume again once restrictions are lifted. In the meantime, our leavers will be having virtual meetings with their allocated colleges.

Mentoring: Benchmark 3,8

- Our mentoring programme is a series of weekly keyworker sessions, each one building on the last, where the Careers team at The Courtyard talk to Sixth formers about different career options & pathways, helping them to understand more about the world of work and the skills they'll need to kickstart a rewarding future.
- We help pupils identify their personal strengths and skills for development, present themselves in a professional manner, and explore different career paths and how to navigate towards them.

Parental Support: Benchmark 8

- Before Covid-19, we hosted some Transition Coffee mornings for parents to help support their child's successful start to college.
- Moving between different stages of life, such as school, college and work, is especially hard if you find change difficult, as many autistic people do. The point of hosting a Transition Coffee morning was to smooth the transition from one stage to another, to offer support and to assist parents with exploring options so that informed decisions can be made.
- This year, these type of sessions have taken place virtually, we have been giving all parents/ carers information, ideas and an opportunity for discussion about colleges, apprenticeships/internships and how to communicate better with your children at home.

Tutorials: Benchmark 1,3,7

- Career Ready has provided The Courtyard with a range of expert-produced resources on career pathways for your staff to deliver during keyworker time.
- Our tutorial resources are tailored to the needs of our pupils, ensuring that our learners have the information, resources, and inspiration required for each stage of their journey from education to rewarding employment. Topics covered are:
 - The world of work
 - Skills for career success
 - Pathways at 16
 - Moving on through apprenticeships
 - Apprenticeship themes
 - Apprenticeship options.

Work experience: Benchmark 5 & 6

- Due to the current situation with Covid-19, work experience this new academic year will start taking place remotely.
- Sixth formers have been working in teams and/or independently with a range of different companies that wanted to benefit from neurodiversity (i.e.: Red Brick Road, Investment 20/20, Soapbox, Sir Robert Mc Alpine, Financial Times). These companies have been offering 6-week virtual work experience placements.

Workplace visits: Benchmarks 1,3,5, & 6

- Due to Covid-19, these visits are on hold. Face to Face visits will recommence as soon as it is safe to do so.
- Other initiatives:
 - [Careers Event](#)
 - [Careers week/s](#)
 - [Careers video](#)
 - [Develop your employability skills](#)
 - [The Courtyard's Alumni network](#)