



HOE VALLEY SCHOOL WORK READY POLICY

Person Responsible: Head Teacher
Date Adopted: Spring 2021
Date of last review: Summer 2021
Date of next review: Summer 2022

To be read in conjunction with:

- The visiting speaker policy
- The Provider Access statement

1. INTRODUCTION

Hoe Valley School's Work Ready programme is central to the School's ethos, and incorporates careers and other key elements of how we prepare our students for life after Hoe Valley. It exceeds statutory guidance on careers provision, and exposes students to multiple different post-16 pathways in order to equip them to decide the best route for them. Embedded throughout are the HVS Work Ready skills, designed to be transferable no matter which direction a student's career path might take.

2. AIMS OF THE POLICY

The Work Ready policy does not intend to prepare students to join the workforce on the day they complete Year 11, rather this policy aims to provide exposure to a rich, variety of careers in order that students are as prepared as possible for the big decisions that they will start to make in Year 11 and beyond.

In the longer term, this policy aims to provide HVS alumni with the lifelong skills necessary to excel in whatever they choose to do, and a grounding in solid decision making.

To achieve this, we work to raise aspirations, to promote equality and diversity, and challenge stereotypes. Most importantly, we encourage students to consider a wide range of careers and personalise the independent advice that every student will receive.

3. STATUTORY COMPLIANCE

The Work Ready programme is designed to comply with or exceed the requirements of Section 42A of the Education Act 1997, requiring schools to provide all pupils from Years 8-13 with independent careers guidance.

Our related Provider Access policy meets Section 42B of the Education Act 1997 in ensuring an opportunity for providers of a range of education and training programmes to access all pupils for the purpose of informing them about approved technical education qualifications or apprenticeships.

Further, in line with the Department for Education's Statutory Careers Guidance first published in October 2018, the Work ready programme meets or exceeds the Gatsby Charitable Foundation's Benchmarks of Good Careers Guidance (the Gatsby Benchmarks). The Gatsby Benchmarks are:

- 1. A stable careers programme**
- 2. Learning from career and labour market information**
- 3. Addressing the needs of each pupil**
- 4. Linking curriculum learning to careers**
- 5. Encounters with employers and employees**
- 6. Experiences of workplaces**
- 7. Encounters with further and higher education**
- 8. Personal guidance**

We work closely with the Careers and Enterprise Company, and specifically EM3, to ensure that these standards are met, and this status is reviewed once a term.

4. THE WORK READY SKILLS

The Work Ready skills are firmly embedded into the HVS curriculum: they are not specifically taught as a separate subject, but rather they are built into the teaching of curriculum subjects. Throughout their time at HVS, students are encouraged to demonstrate:

Adaptability	Able to quickly adapt to working in new and efficient ways in an ever-changing work environment
Digitally Skilled	Advanced knowledge of modern technology for the workplace
Creativity	Imaginative and innovative in creating something new and effective
Time Management	Excellent at planning how much time to spend on specific activities and able to meet deadline
Persuasive Communicator	Able to argue, convince or persuade someone to accept a desired way of thinking
Team Player	Thrives on working collaboratively to achieve a common goal

These skills are the focus of the Work Ready programme because they are transferable to whatever career path a student might go down, and are as relevant to for instance a research scientist as they are to a tradesperson. This element of our Work Ready programme is largely

delivered through the Faculty of Communication and Digital Skills, which works with other departments on a cross curricular basis to ensure that the very latest technology is brought to bear in support of our curriculum learning.

5. DELIVERY

As a Google School, we are fortunate that every student routinely uses the latest technology in the course of their day-to-day learning. Our faculty of Communication and Digital Skills builds on this by placing the latest communications technologies at the heart of teaching and learning through the use of our state of the art Media Suite. This facility enables students to create truly multi-media content to support their learning, and to embed the work ready skills from early on in students' journeys through HVS.

Every student is allocated a Chromebook which means that much of our careers provision can be delivered online via our student facing Work Ready portal at tiny.cc/HVSWorkReady. This is regularly updated to provide as appropriate information on local post-16 education and training providers; how to apply for college, apprenticeships and other opportunities; the latest labour market information; details of work experience opportunities; insight into relevant careers.

To develop the Work Ready skills, in the course of their normal curriculum learning in the full range of subjects, students regularly:

- produce websites using state of the art professional applications such as Adobe Spark or Google Sites
- produce podcasts, advertisements or whole radio programmes using tools such as Spark or Adobe Audition
- produce videos on Spark, on Adobe Premiere Rush or Adobe Premiere Pro

This is delivered through the use of Chromebooks in a normal classroom, or for more advanced work through lesson time spent in our Media Suite. All of these example projects help students to develop their adaptability, digital skills, creativity, time management, communication and teamwork.

Our careers plan is regularly reviewed, but aims to meet or exceed the Gatsby Benchmarks as follows:

	A STABLE CAREERS PROGRAMME	LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	ADDRESSING THE NEEDS OF EACH STUDENT	LINKING CURRICULUM LEARNING TO CAREERS	ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	EXPERIENCE OF WORKPLACES	ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	PERSONAL GUIDANCE
	1	2	3	4	5	6	7	8
Year 7	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops.	Student facing Work Ready website, Visiting Speaker Programme.	Areas of Interest questionnaires, PSHE sessions, Growing Aspirations, Innervate careers lessons	Work Ready skills embedded in schemes of work from all departments, especially through the Faculty of Communication and Digital Skills, Subject area careers resourcing, PSHE sessions.	Visiting Speaker Programme		Visiting Speaker Programme, HEON connection.	Student-facing Work Ready website, PSHE sessions, Innervate careers lesson.
Year 8	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops.	Options Evening - information for students and parents/carers, Student facing Work Ready website.	Areas of Interest questionnaires, PSHE sessions, Growing Aspirations, Yes Futures, Innervate careers lessons	Work Ready skills embedded in schemes of work from all departments, especially through the Faculty of Communication and Digital Skills, Subject area careers resourcing, PSHE sessions.	Visiting Speaker Programme		Visiting Speaker Programme, HEON connection.	Student-facing Work Ready website, PSHE sessions, Growing Aspirations, Innervate careers lesson, Yes Futures for PP students
Year 9	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops.	Student facing Work Ready website, Visiting Speaker Programme, Careers Fair	Areas of Interest questionnaires, PSHE sessions, Growing Aspirations, Innervate careers lessons	Work Ready skills embedded in schemes of work from all departments, especially through the Faculty of Communication and Digital Skills, Subject area careers resourcing, PSHE sessions.	Visiting Speaker Programme Careers Fair		Visiting Speaker Programme, HEON connection, Careers Fair	PSHE and Growing Aspirations Innervate careers lesson
Year 10	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops.	Student facing Work Ready website, Visiting Speaker Programme, Careers Fair	Areas of Interest questionnaires, PSHE sessions, Growing Aspirations, Innervate careers lessons, Individual interviews - Innervate Careers interviews, visits to local Colleges and What Next Questionnaires	Work Ready skills embedded in schemes of work from all departments, especially through the Faculty of Communication and Digital Skills, Subject area careers resourcing, PSHE sessions.	Visiting Speaker Programme Careers Fair	Workplace visits, coordinated by Heads of Faculty, Year Team and Careers Lead.	Visiting Speaker Programme, HEON connection, Careers Fair	PSHE sessions. One to one interviews through Innervate
Year 11	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops.	Student facing Work Ready website, Visiting Speaker Programme.	Areas of Interest questionnaires, PSHE sessions, Growing Aspirations, Innervate careers lessons, Individual interviews - Innervate Careers interviews, visits to local Colleges and What Next Questionnaires	Work Ready skills embedded in schemes of work from all departments, especially through the Faculty of Communication and Digital Skills, Subject area careers resourcing, PSHE sessions.	Visiting Speaker Programme		Visiting Speaker Programme, HEON connection.	Student-facing Work Ready website, PSHE sessions, One to one interviews through Innervate

6. STATUTORY CAREERS LEADER

While the Work Ready programme runs through almost everything that happens at HVS, in line with statutory guidance the head of Work Ready and the Faculty of Communication and Digital skills is an experienced teacher and our nominated Careers Leader.

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