

Swakeleys School for Girls



Careers Strategy for Swakeleys School for Girls 2024-2027

CAREERS PROVISION AT SWAKELEYS SCHOOL FOR GIRLS AND SIXTH FORM

Vision

Careers education at Swakeleys School for Girls is committed to helping our pupils develop the skills and knowledge to make successful careers choices, manage their transitions in learning and feel prepared and confident in the next phase of their life. Whether this be in further education, entering the world of work or training through apprenticeships.

At Swakeleys School we ensure that all students receive high quality careers guidance which enables them to achieve their full potential and be the best they can be. Swakeleys School will ensure that every student has high aspirations and considers a broad range of careers in their future lives. As a school we will challenge any stereotypical views and look to improve the opportunities for all our pupils supporting social mobility.

We have a whole school approach to careers education. Swakeleys School ensures that careers education is deeply embedded in the curriculum. All departments across all key stages are involved in the delivery of careers education during a two week careers fortnight each January as well as throughout the year. Curriculum areas ensure that links are made between subject areas and future careers and pathways throughout the academic year, with careers embedded within curriculum guides. Our aim is that our pupils understand how what they are being taught links with future careers.

Please see the [Swakeleys School Careers Programme](#) for detailed information on the CEIAG programme supporting our pupils across each of the year groups.

Aims of the careers programme at Swakeleys School for Girls

Objectives

For all pupils in years 8-13:

- To provide ALL pupils with high quality careers guidance and an educational programme which will raise the aspirations and achievement of ALL our pupils.
- For pupils to understand the essential link between their learning in school and how this is relevant in the ever changing world of work.
- For pupils to develop key employability skills and enhance their knowledge and understanding of key labour market information.
- To empower students to make informed choices at key transition points about their next steps.
- For all pupils to have access to independent and impartial careers guidance.
- For pupils to be experience a range of encounters with employers and people in industry as part of the Gatsby Benchmark 5 criteria.
- To provide pupils with extensive opportunities to meet with external providers about the opportunities they offer including technical education and apprenticeships
- To promote the STEM agenda and challenge stereotypes of certain careers
- To be informed of technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- To understand how to make applications for the full range of academic and technical

courses

To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options events, assemblies and group discussions and taster event

CEIAG Learning Outcomes for Swakeleys School for Girls Students:

Year Group	Learning outcome	CDI
7	Developing Skills and Aspiration To introduce pupils to types of careers based on their likes and interests, the subjects they enjoy and what they are good at.	Grow throughout life.
8	Decision making and Setting goals To explore options at GCSE level and consider the subjects they wish to choose based on careers that they are interested in pursuing in the future.	Explore possibilities, see the bigger picture
9	Acquiring Skills & learning about LMI To continue to explore future career pathways, acquire additional skills to prepare for future pathways.	See the bigger picture, Explore possibilities
10	Preparing for Work Shadowing & Post 16 options To be able to write a CV. To develop employability skills by participating in a work shadowing programme and enable them to see the link between school, the subjects they are learning and the world of work.	Create opportunities, balance life and work, manage career
11	Achieving GCSEs and Plan Post 16 To research and understand the different options available at post 16. To have a plan A, B & C in place for post 16.	Manage career, explore possibilities, see the bigger picture

To support pupils in meeting the careers intent and outcomes for learning, we have a range of support and resources in place.

- Unifrog subscription for all pupils
- Independent careers advisor employed by the school for 1-1 CEIAG
- Whole school careers focus fortnight event in January
- Careers Fair in January for Years 7-11 (with over 35+ exhibitors)
- Work shadowing for Year 10 pupils
- Work experience for Year 12 pupils
- Start-up Sherpa / MyPath virtual work experience – online platform for Year 7-13
- Careers newsletter on Padlet update regularly
- Careers assemblies on Apprenticeships, LMI, local colleges and vocational qualifications
- 1-1 Mock interview day
- Speed networking events to introduce pupils to different careers and employers
- Insight workshops (on STEM Careers, OXBRIDGE, Entrepreneurship, Apprenticeships)
- Alumni talks
-

Curriculum Delivery of CEIAG

At Swakeleys School, we have a comprehensive PSHCE programme for every year group which supports in the delivery of dedicated careers lessons for each year group. All staff contribute with the delivery of careers through their roles as class teachers and form tutors. Each week, a new 'job of the week' including labour market information about the role is shared and discussed during form time. Class teachers and curriculum areas explore the link between the subjects they teach and potential future careers throughout the academic year with a particular focus during the careers fortnight period. Pupils are also taught about how the skills and knowledge they are learning, links to careers. Curriculum areas have highlighted links with careers in their curriculum guides.

ICT lessons are used at various intervals in the Year at KS3 to support the delivery of careers lessons as well as to ensure that pupil's engagement with the Unifrog platform remains high.

Our Character and Culture Curriculum also supports our careers vision within the school and reinforces the importance of essential employability skills and having high aspirations.



Our Character and Culture Curriculum

<p>We Enjoy</p> <ul style="list-style-type: none">+ We are safe and kind+ We build positive relationships+ We look after our mental health<ul style="list-style-type: none">+ We attend clubs+ We participate or compete in sport<ul style="list-style-type: none">+ We raise money for charity+ We contribute to school events+ We recognise and celebrate diversity	<p>We Aspire</p> <ul style="list-style-type: none">+ We complete research and wider reading<ul style="list-style-type: none">+ We experience careers and the world of work+ We contribute to school council<ul style="list-style-type: none">+ We are aware of the news and world events+ We lead and empower others+ We are part of a wider community	<p>Employability Skills</p> <ul style="list-style-type: none">+ We work as a team<ul style="list-style-type: none">+ We are leaders+ We read and write effectively<ul style="list-style-type: none">+ We solve problems+ We show independence<ul style="list-style-type: none">+ We are resilient+ We are creative<ul style="list-style-type: none">+ We listen+ We are numerate<ul style="list-style-type: none">+ We plan+ We speak confidently
<p>We Achieve</p> <ul style="list-style-type: none">+ We do our best+ We meet attendance targets+ We reach reward milestones<ul style="list-style-type: none">+ We meet deadlines+ We make progress	<p>We Succeed</p> <ul style="list-style-type: none">+ We meet academic targets<ul style="list-style-type: none">+ We create things+ We perform and speak in front of audiences<ul style="list-style-type: none">+ We positively express views and ideas+ We volunteer and hold positions of responsibility	

As a school we offer lots of **Student Leadership Opportunities** to all pupils to develop their leadership and employability skills throughout Yr 7-13. Leadership roles are open to all pupils and pupils and these include roles such as: Form Councillors, Senator Reps, Sub Committee Reps as part of School Council, Sports Leaders, Sports Captain, House Captain, SWAB mentors, Reading Mentors, Prefects, 6th form Leadership team and working doing reception duty to experience the world of work in Year 7 & 8.

Measuring and Assessing Impact

Swakeleys School measures and assesses the impact of its careers provision regularly. We obtain feedback from the pupils, parents, leadership group, external links with the school and our careers adviser. We also evaluate our Careers Provision by completing a Compass+ Evaluation questionnaire once a year. This provides information about how we are performing against the [8 Gatsby Benchmarks](#).

Our most recent **Compass + evaluation** in July 2024 shows that we continue to make excellent progress with meeting the Gatsby Benchmarks, well above the national average:

Benchmark	2018-2019	2019-2020	2021-2022	2022-2023	2023-2024
1	58%	70%	76%	94%	88%
2	50%	80%	100%	100%	80%
3	42%	90%	90%	81%	100%
4	75%	68%	100%	100%	100%
5	0%	50%	75%	75%	100%
6	50%	62%	75%	62%	100%
7	33%	50%	50%	70%	62%
8	50%	75%	100%	100%	75%

We feel confident that our careers provision at Swakeleys School is supportive and inclusive and gives our pupils the right support, knowledge and skills to be successful in their future at Swakeleys and beyond.

Students with SEND

Swakeleys School will ensure that careers guidance is differentiated, if appropriate and based on high aspirations and a personalised approach.

The careers leader works closely with the SENCO and other staff to support learners with understanding the different pathways available and how to develop the necessary skills to succeed and achieve their full potential. The school will continue to work with families of learners to help them understand what career options are available.

All pupils on EHCP plans meet with the careers advisor for 1-1 appointments each academic year as part of their annual review to support their careers guidance where relevant. The school will continue to build partnerships with businesses and employers to support our SEND pupils and allow them to fully benefit from encounters with employers. Careers SEND lunch takes place during the careers fortnight.

Careers delivery through ICT 2024-2025



Date		Year 7
	Gatsby	
WB 14th Oct 2024	2,3,8	<p>Introduce pupils to the Unifrog platform and go through LOG in process.</p> <p style="color: red;">They are likely to need support / help with logging in for the first time. They have all been sent welcome emails.</p> <p>Who am I? (60 mins ICT lesson)</p> <p>Students develop self-awareness skills by reflecting on their likes, cultural heritage, connections and interests. They will also explore how some characteristics are protected by law.</p>
WB 9th Dec 2024	2	<p>What is Unifrog? Introduce the platform to students, get all students logged on, and complete the Careers library treasure hunt. (60 mins ICT lesson)</p> <p>Careers library treasure hunt - I</p>
<p style="text-align: center;">Careers Fortnight</p> <p style="text-align: center;">6th January – 17th January 2025</p>	<p>2,7</p> <p>3,8</p>	<p><u>Lesson 1 : Exploring possibilities – Dream jobs</u></p> <p>Students analyse the skills and themes relating to their dream job and explore other careers with shared characteristics. Resources: PP and digital workbook</p> <p>Exploring possibilities: Dream Jobs (60 mins ICT lesson)</p> <p><u>Lesson 2</u></p> <p>Students complete the Interests quiz on Unifrog and find out which jobs might be of interest to them. (60 mins ICT lesson)</p> <p>Interests profile</p>
WB 28th April 2025	2,7,8	<p>Students explore how a career can be defined as a career journey. They identify activities that form part of their career journey and look towards career ideas for the future. (60 mins ICT lesson)</p> <p>What is a career?</p>
WB 19th May 2025	2,3,6	<p>Students explore some examples of how employment today is different to employment in the past and they consider the skills that are predicted to be essential for the future workforce. (60 mins ICT lesson)</p> <p>Resources: PP and digital workbook</p> <p>Careers and the future</p>
WB 7th July 2025		<p>Time to explore Unifrog and record activities and competencies they have participated in since last interaction.</p>

Date		Year 8
	Gatsby	
WB 14th Oct 2024	2,3,8	<p>Remind pupils of how to login and their login details.</p> <p>Students create a collage of their interests. They also explore what they are proud of and connect their interests and achievements with different careers.</p> <p>Resources: PP and what are my interests digital template What are my interests? (60 mins ICT lesson)</p>
WB 9th Dec 2024	2,3,6,7	<p>What does success mean to you? Understanding what motivates you and how this influences your career choices.</p> <p>Resources: PP and what are my interests digital template What does success mean to you? (60 minutes ICT lesson)</p>
<p>Careers Fortnight</p> <p>6th January – 17th January 2025</p>	2,7,8	<p>Lesson 1: Decision making: choosing what to study at KS4 Students explore the next steps they need to take in advance of choosing their KS4 optional subjects.</p> <p>Resources: PP and Digital Workbook “decision making: choosing what to study at KS4” Decision making: Choosing what to study at KS4 (60 minutes ICT lesson)</p> <p>Lesson 2: Continuation of above lesson and completion of the digital workbook. If finish, then pupils can continue exploring Unifrog to explore with subject choices.</p>
WB 28th April 2025	2,7	<p>Practice writing a CV by creating one for your favourite superhero.</p> <p>Use the 15 minute offline PP and then give pupils time to experiment with the CV writing tool template.</p> <p>Your superhero CV</p>
WB 19th May 2025	2,7	<p>Practice writing a CV by creating one for your favourite superhero.</p> <p>Use the 15 minute offline PP and then give pupils time to experiment with the CV writing tool template.</p> <p>Your superhero CV</p>
WB 7th July 2025	2,6,7	<p>Students explore what they might want their life to look like in the future. They create a vision board digitally or by hand using the template as a guide.</p> <p>Resources: PP and digital template Creating the life you want (60 minute lesson)</p>

PSHCE lessons during Careers Fortnight 2025

Unifrog / Barclays Lifeskills

Year Group	Activity	
Year 7	<p>Lesson 1 : Exploring possibilities – Dream jobs Students analyse the skills and themes relating to their dream job and explore other careers with shared characteristics. Resources: PP and digital workbook Exploring possibilities: Dream Jobs (60 mins ICT lesson)</p> <p>Lesson 2 Students complete the Interests quiz on Unifrog and find out which jobs might be of interest to them. (60 mins ICT lesson) Interests profile</p>	<p>Use the 60 minute online PP & digital work book.</p> <p>Use the 60 minute online PP</p>
Year 8	<p>Lesson 1: Decision making: choosing what to study at KS4 Students explore the next steps they need to take in advance of choosing their KS4 optional subjects. Resources: PP and Digital Workbook “decision making: choosing what to study at KS4” Decision making: Choosing what to study at KS4 (60 minutes ICT lesson)</p> <p>Lesson 2: Continuation of above lesson and completion of the digital workbook. If finish, then pupils can continue exploring Unifrog to explore with subject choices.</p>	<p>Use the 60 minute online PP & digital work book</p> <p>Use the 60 minute online PP & digital work book</p>
Year 9	<p>Lesson 1: Working and earning: Managing your money Students explore their employment rights as young workers in the UK and discuss the importance of budgeting when managing an income. Working and earning: Managing your money Resources: PP & digital workbook</p> <p>Lesson 2: What is the Labour market and why is it important? Exploring what the labour market is and how to identify and use different types of LMI. Use Unifrog tools to explore how LMI can help to make more informed choices. What is the Labour market and why is it important? Resources: PP & digital workbook</p>	<p>Use the 60 minute online PP & digital work book.</p> <p>Use the 60 minute online PP & digital work book.</p>
Year 10	<p>CV writing and covering letters</p> <p>Barclays LifeSkills lessons Lesson 1 :Writing a successful cv</p>	<p>Use the Barclays Life Skills lessons</p>

	<p>Use the lesson plan, presentation slides and interactive worksheets on CV writing with pupils during this first lesson. Resources: PP, interactive CV sheet</p> <p>Lesson 2: Putting together a winning CV Start to put together your CV, use the computers and tips website to support you with the layout. Once you have completed your CV, start on your covering letter.</p> <p>Students can use: Unifrog Resources What's the difference between a CV and a cover letter? And how do you write them? Find out in this lesson! Work experience: CVs and cover letters</p>	
<p>Year II</p>	<p><u>Lesson 1: Choices Choices</u></p> <p>Starter – Chatterbox activity (printed out and in folders for you)</p> <p>Students learn about the opportunities available to them post-16. This is a great time to ask students to record their intentions for the end of this academic year! Post 16 - Choices, choices Resources: PP & digital work book</p> <p><u>Lesson 2 ; What are my employability skills?</u> Students use the Unifrog platform to research potential careers, degree subjects, and interests that will help them to identify A level options. What are my employability skills Resources: PP & digital work book</p>	<p>Use the 60 minute online PP & digital work book.</p> <p>Use the 60 minute online PP & digital work book.</p>

Provider Access Legislation (PAL)

The [updated provider access legislation \(PAL\)](#) has now been enacted. It specifies schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

This new legislation will become a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

	Organisation	When
Year 9	Global Academy Assembly Uxbridge College	Autumn Term Spring Term
Year 11	Global Academy Assembly Uxbridge College Assembly Ask Assembly	Autumn term Year Spring Term Spring Term

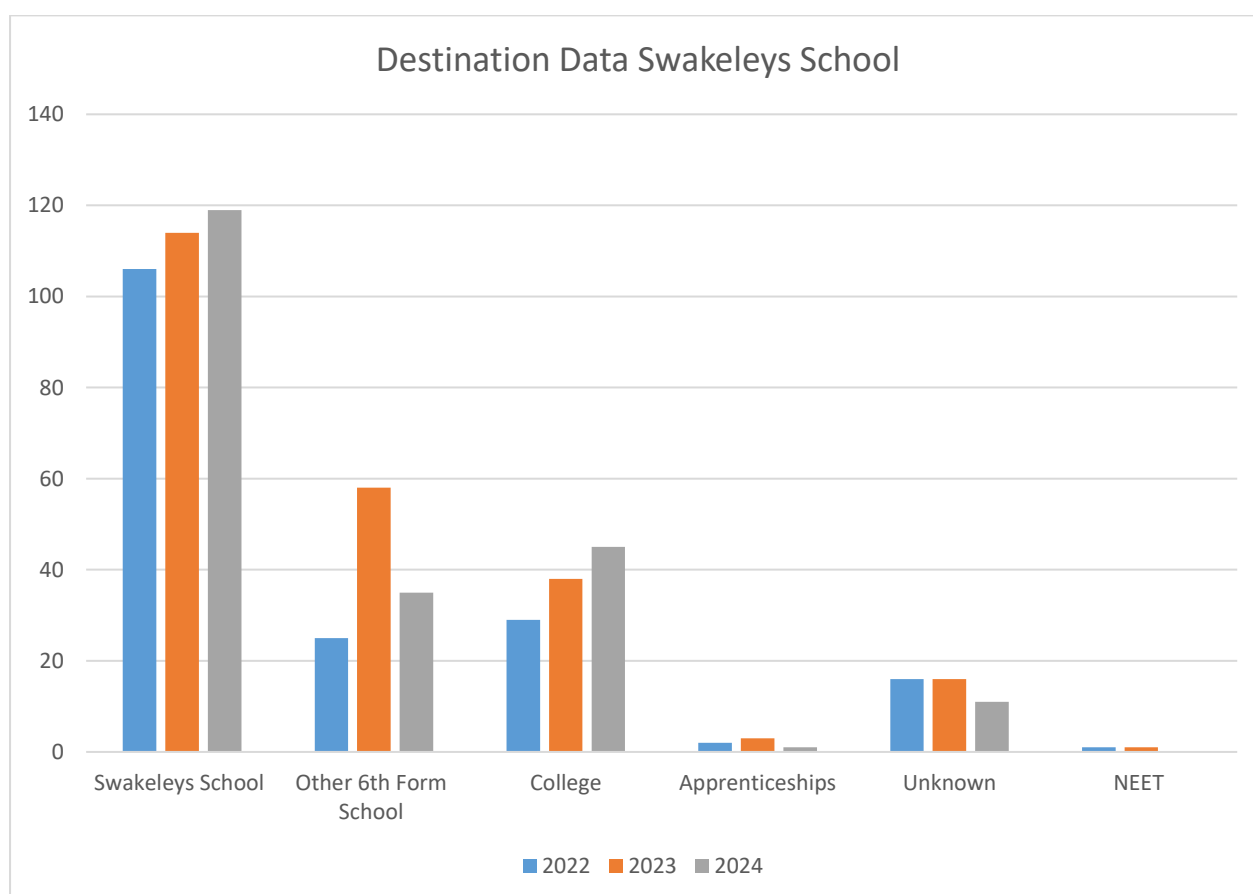
Year 11 Destination Data 2022 - 2024

179 Pupils – 2022

230 Pupils – 2023

217 Pupils - 2024

Destination	2022	2023	2024
Swakeleys School	106	114	119
Other 6th Form School	25	58	39
College	29	38	51
Apprenticeships	2	3	1
Unknown	16	16	7
NEET	1	1	0



Celebrating the careers programme at Swakeleys School for Girls

Careers Focus Fortnight 2024 (8th January – 19th January)

Once again, I am delighted to write about yet another hugely successful careers fortnight at Swakeleys school. This is now the fifth year that we have started the new year by launching straight into a whole school focus on **careers**. Every year, the event seems to get bigger and better with greater participation from curriculum areas, external speakers, insight workshops and superb pupil engagement.

The focus fortnight began with whole school assemblies for all year groups learning about the importance of understanding **Labour Market Information** (LMI) in order to make the best informed choices about their future.



All PSHCE lessons throughout the two week period were focused around careers related activities using a package that we subscribe as a school called Unifrog. We have been using this programme for a number of years now and all pupils are encouraged to independently explore the available information related to careers and educational pathways.

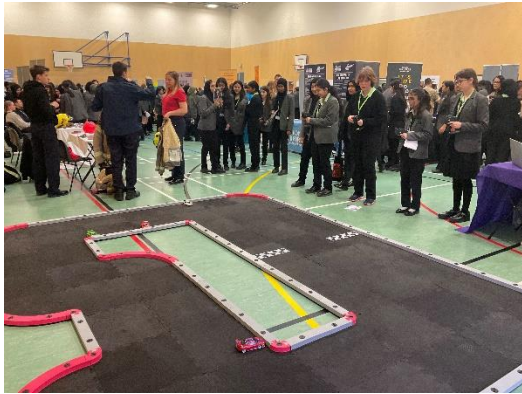
The whole school **careers fair** took place on Wednesday 17th January and this year consisted of over 40 different exhibitors. It was fantastic to have representatives from such a wide field of industries and further education establishments. We were also delighted to welcome back some of our fantastic alumni, who enjoyed the opportunity to give back to the school and engage with the younger cohorts and talk about their career pathways. All year groups were able to spend 45 minutes during the day exploring the fair and speaking to representatives in industry or further education establishments. The feedback from the pupils about the event and the day was extremely positive.



Pupils engaging with our exhibitors



Swakeleys Alumni



Year 8 pupils received information about their options pathways and experienced taster sessions to help support with their subject choices during the fortnight. The taster sessions form part of a much bigger options preparation package with the aim being to support our Year 8 pupils with their choices and their next steps.

With **Year 11** being such an important year in the school journey of our pupils, we targeted many of the careers activities during this fortnight towards them. They experienced a **1-1 mock interview day** and attended school in formal business dress where they were then put through the paces of a 'real' interview process. The feedback from our volunteers about our

Year 11 pupils was excellent, the interviewers were so impressed with preparation and conduct of our pupils.



Other activities planned for our Year 11 pupils included a **6th form taster day**, an **IAG (information, advice and guidance session)** and a **skills for life day** which included a Q & A session from a panel of female speakers from SCS Railways.



Female panel from SCS Railways

Speed networking workshop



STARTUP SHERPAS.

I am delighted to report that three of our pupils; **Zohour Elmijrab 8RP**, **Lalith Muthukumar 9DS** and **Janan Abdi 9FN** were successful in their application on the very competitive **Startup Sherpas work experience**.

It offers paid work experience for 6 weeks of work which started on April 8th 2024. The programme consists of weekly challenges to develop and innovation and employability skills. <https://startupsherpas.org/>

Mrs Laguillo



25 of our Year 9 pupils have been participating in a series of Insight Workshops to help widen their understanding of careers in Construction supported by SCS Railways. The aims of the sessions are to visit a place of work and cover five workshops that explore skills for future employability. The workshops are also designed to demystify the stereotypes that exist about careers within the Construction industry. The girls have been really enjoying the workshops and learning lots about the various careers and role in construction.



Below is an outline of the workshops they have participated in so far:

Workshop 1: Commercial - An introduction to HS2/SCSJV and what the 'Commercial' team is and does. Students learned how to think mathematically, using their innovation skills and speaking skills.

Workshop 2: Drone / Geo spatial - Drone flying activity

Workshop 3: Engineering - Engineering activity with our engineers and a site tour.

Workshop 4: Supply Chains - An introduction to some of our Supply Chain contractors. Emerson Cranes will lead a session on crane operating and how to drive diggers using VR.

Workshop 5: Communication - Creating a reel for the project, which addresses and challenges stereotypes on the project.

Careers news updates

<https://padlet.com/plagullo/swakeleys-careers-news-73h25c6pjo0vad1a>

The image shows a Padlet board titled "Swakeleys Careers News" with a green background. The board is organized into four columns, each with a header: "Current Opportunities", "Learning About Careers that may be of interest to YOU!", "Labour Market Information (LMI)", and "Making a 1-1 careers appointment with Mr Williams".

Key posts include:

- Work Experience Programmes**: A PDF document with a link to a page for July 2024.
- Careers In Engineering**: A post featuring the letters "ILR" and a link to a campaign archive.
- LMI Information for April 2024**: A post with a Sway link and a "Created using Microsoft Sway" note.
- Careers Appointments**: A text-based post from an anonymous user asking for a meeting with Mr Williams.
- Low Careers Event in London, Regents Park (Year 11, 12 & 13)**: A post about a "YOUNG PROFESSIONALS" event.
- Careers in Finance**: A post with a stack of coins icon and a link to a finance careers guide.
- LMI information for Feb 2024**: Another Sway-based LMI post.
- LMI information for January 2024**: A third Sway-based LMI post.
- Making a 1-1 or group Careers Appointments**: A detailed text post from Mrs Lagullo explaining the appointment process and providing a Google Docs link for sign-up.

The board also includes a small "NHS C" logo in the bottom right corner.

Calendar of Events during Careers Focus Fortnight January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
6 January	7 January	8 January	9 January	10 January
<p>Launch Step in to the NHS competition (7&8)</p> <p>Year 8 Taster sessions (Psychology and H&S)</p> <p>Green Careers Display</p> <p>Alumni Display</p>	<p>Hall assembly on careers (7&8)</p> <p>Startup Sherpa Launch</p> <p>Year 8 Taster sessions (Childcare)</p> <p>Careers Coffee Morning (Parents)</p>	<p>I-I Mock Interview day HALL (11)</p>	<p>Hall assembly on careers (11)</p> <p>Year 8 Taster sessions (Sociology and business)</p> <p>Year 9 & 10 KCL MFL talk about careers in languages (P4 & P5)</p>	<p>Hall assembly on careers (9&10)</p> <p>Start up Sherpa Launch</p> <p>Year 8 Taster sessions (Citizenship and media)</p> <p>Trained Sports Therapist talk with GCSE PE classes</p>
13 January	14 January	15 January	16 January	17 January
<p>FT House Competition – ‘Murder Mystery’</p> <p>SEND Careers lunch</p>	<p>6th Form Taster Day (11)</p>	<p style="text-align: center;">Careers Fair Day (7,8,9,10,11)</p> <p>Insight workshops & Speed networking (11)</p>		<p>Intervention, advice and guidance session (11)</p>

Events taking place across the whole fortnight:

- ‘Step into the NHS Competition’
- FT House Competition – ‘Murder Mystery’
- Careers focused PSHCE Lessons across ALL year groups
- Subject department participation in careers events across the fortnight through displays, homework tasks, guest speakers, careers activities / competitions in lesson