



Excellence for All

### **CAREERS GUIDANCE STATEMENT 2019/20**

Our careers support for students is split by Cluster and is coordinated by the following careers' leaders:

Usborne & Orchard Clusters: Sarah Fraser-Thwaites  
[Sarah.Fraser@manorgreenschool.co.uk](mailto:Sarah.Fraser@manorgreenschool.co.uk) 01628 513800 ex: 2619

Oxford Cluster: Rhiannon Jones  
[rhiannon.jones@manorgreenschool.co.uk](mailto:rhiannon.jones@manorgreenschool.co.uk) 01628 513800 ex: 2037

Phoenix Cluster: Viktoria Kincses  
[viktoria.kincses@manorgreenschool.co.uk](mailto:viktoria.kincses@manorgreenschool.co.uk) 01628 513800 ex: 8013

Our careers programme is underpinned by the Gatsby Career Benchmarks  
<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

Given the varying ability of our students across our different clusters, the careers' programme is tailored to their individual needs and capabilities and can include some of the following interventions and support:

- Learning transferable life and social skills
- Support with CV writing, completing applications, and practising interview techniques
- Internal work experience placements within school departments
- External work experience placements with bespoke job coaching support from Ways Into Work <http://waysintowork.com/>

Opportunities for career development will first be discussed at each student's Year 9 Annual Review as part of the 'Preparing for Adulthood' outcomes. This formal planning will allow student, parent, and teacher to all be involved in mapping out career development. We currently have working relationships with prospective employers, established with support from Ways Into Work, and our careers' leaders will have on going communication with them regarding our careers' programme and how they are part of this.

The school measures and assesses the impact of our careers' programme via:

- Tracking school leavers who have gone on to employment/training
- Students carrying out internal/work experience completing work logs
- Annual Reviews will ensure career development targets are made and reviewed from Year 9 onwards

\*The above information will be reviewed at the start of each academic year.

September 2019