



Excellence for All

Manor Green School Careers Guidance Statement 2022/23

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

- Usborne and Orchard Clusters: Sarah Fraser-Thwaites
Sarah.fraser-thwaites@manorgreenschool.co.uk 01628 513800 ex: 2619
- Phoenix and Oxford Clusters: Viktoria Kincses
viktoria.kincses@manorgreenschool.co.uk 01628 513800 ex: 8013
- Whole School Careers and Enterprise Leader: Sara McKay
Sara.mckay@manorgreenschool.co.uk 01628 513800/07483 066055

2. Our careers' programme is underpinned by the Gatsby Career Benchmarks

<https://www.careersandenterprise.co.uk/careers-leaders/gatsby-benchmarks/>

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 college and apprenticeship applications, and practising interview techniques
- Internal work experience placements within school departments
- External work experience placements with bespoke job coaching support from Optalis and Ways into Work and Manor Green Job Coaches and Manor Green School job coaches.

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, <https://www.waysintowork.com/> and Optalis. <https://www.optalis.org/>

The careers' lead will have on-going communication with them regarding our careers' programme and how they can work together to support the students.

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

- Tracking school leavers destinations who have gone on to employment/training
- Students carrying out internal/ external work experience completing work logs
- Annual Reviews and careers action plans which ensure career development targets are made and reviewed from Year 9 onwards
- Parental and teacher feedback and student voice
- Annually assessing the careers programme using the compass tracker tool created by the Careers and Enterprise Company.

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