



Manor Green School Careers Guidance Statement 2022

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

- Usborne & Orchard Clusters: Sarah Fraser-Thwaites
Sarah.Fraser@manorgreenschool.co.uk 01628 513800 ex: 2619
- Oxford Cluster: Rhiannon Jones
rhiannon.jones@manorgreenschool.co.uk 01628 513800 ex: 2037
- Phoenix Cluster: Viktoria Kincses
viktoria.kincses@manorgreenschool.co.uk 01628 513800 ex: 6009
- Whole School – Sara McKay – Careers Adviser and Lead
Sara.mckay@manorgreenschool.co.uk 01628 629415 ex: 2628

2. 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 pupils 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 In Work
<http://waysintowork.com/>
- External workshops and job coaching from Optalis <https://www.optalis.org/>

Opportunities for career development will first be discussed at each pupil's Year 9 Annual Review as part of the 'Preparing for Adulthood' outcomes. This formal planning will allow pupil, 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 career's leaders and adviser will have on going communication them regarding our careers programme and how they are part of this.

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

- Tracking school leavers who have gone on to employment/training
- Pupils 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.