

## Welcome to the Careers Department at Castle Hall Academy

### Key Contacts

Mrs S Jefferson (Assistant Headteacher and Careers Lead) [sjefferson@castlehall.com](mailto:sjefferson@castlehall.com)

Mrs L Woodward (C&K Careers Advisor) [lindsey.woodward@ckcareers.org.uk](mailto:lindsey.woodward@ckcareers.org.uk)

Miss B Donoghue (Personal Development Lead) [bdonoghue@castlehall.com](mailto:bdonoghue@castlehall.com)

At Castle Hall Academy our key aim is to ensure that we take an 11-16 approach to our provision of CEIAG so that students begin to develop a real understanding, even at an early age, of careers and work-related information that develops their sense of enquiry not only about careers and higher/further education but also about their individual skills and aptitudes. At Key Stage 3 this builds up to prepare students for their options choices in Year 9 as they enter the 14-16 phase of their education. From Key Stage 4 CEIAG focuses on preparing students for life after the Academy in terms of career decisions and future employment and learning opportunities.

In 2014 the Gatsby Report made a major contribution to our understanding of what constitutes “quality” in Careers Education, Information, Advice and Guidance (CEIAG) in secondary schools in England. As a result, 8 benchmarks of good practice were drawn up that identify the elements of good careers guidance.

### Gatsby Benchmarks:

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

At Castle Hall Academy we integrate personal careers guidance with a well-planned programme of carers education, including encounters with employers and education providers. By doing this we meet the Gatsby Benchmarks and prepare students well for future earning and the world of work.

### Independent and Impartial Careers Advice

The Careers Advisor at Castle Hall Academy is Lindsey Woodward. Lindsey is a Level 6 qualified careers advisor employed by C&K Careers (the local careers service). She works in the Academy for 2.5 days a week. Lindsey offers impartial careers advice, information and guidance to pupils from Year 7 upwards. She can discuss with students their career aspirations, job ideas, Post 16 option choices including college, 6<sup>th</sup> form, apprenticeships and training and qualifications offers at post 16 and beyond.

All Year 11 students are offered at least one careers guidance appointment with Lindsey in school and all students can call in to the careers room to speak to her or email her for further advice as needed. Lindsey offers lunch time drop in sessions for all students on the days she is in school. She also attends parents’ evenings and other key careers events in school.

Lindsey will support Year 11 students with applications to college through the online Kirklees e-prospectus Get Into. Year 11 students will receive a username and password for this system and be shown how to use it at the beginning of Year 11. All Year 11 students should apply to local colleges using this system.

Parents are welcome to contact Lindsey to discuss their son / daughters’ future plans or if they have any questions about college applications. Lindsey can be contacted in school on 01924 520500 or via email detailed above.

### Careers Review

The next review of the published careers information is **July 2021**.