



## Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

## Careers Policy 2021-2022



## Safa Community School

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## **Careers, Advice and Guidance**

### **Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Safa, a planned progressive programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

### **Aims**

Safa Community School has the following objectives when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education
- To educate our parents on the careers pathway for their child

### **Outcomes:**

As a result of the above objectives the proposed outcomes of Safa Community schools careers policy are:

- To contribute to strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including higher education and technical qualifications
- To develop enterprising and employability skills in students
- To significantly reduce to likelihood of any students leaving our school
- To involve all school stakeholders in the careers education of students, including parents and carers.

## **Implementation of Careers Education**

Careers Education is delivered during LIFE lesson and Pastoral time in Years 7 – 11. All students are offered the same opportunities and all resources are shared on google classroom for them to access. The school will use the Unifrog platform for students to research and store information about themselves and their future career plans.

### **Key Stage 3**

The LIFE programme will facilitate and help to deliver an entire careers module to the students. Years 7 and 8 will investigate employability skills, interests and work preferences to match against suitable occupations, an enterprise challenge and a series of finance modules including saving and utilising funds. Year 9 will encompass an exploration of KS4 and KS5 future options with a focus on individual career paths. They will also research into the labour market, their expectations of job availability and learn about borrowing money. Year 9 students will sit the Morrisby Aptitudes careers test to help them decide on the most appropriate options for Key Stage 4.

### **Key Stage 4**

Students in year 10 will have exposure to employers and employees to provide impartial careers advice and options. Students will have dedicated sessions to explore their future career options. They will write Cover letters with CVs, have mock interviews and they will be introduced to personal statement writing in preparation for year 12. They also have the opportunity to complete one week of work experience during term 2.

Students in year 11 will focus on post 16 personal statements and applications. Individual action plans and interviews will be available for those who require it. Mock interviews for different pathways and institutions will also be available for those who require it. The focus is post 16 options and the Application process.

### **Key Stage 5**

Students in the sixth form will be focussing on their personal statements and UCAS applications and they search for viable University and further education opportunities. The school careers counsellor will help facilitate this process along with the Pastoral Heads of Year. Year 12 students will partake in the REACH programme which provides them with work experience opportunities.

## **Implementation of Careers Guidance**

- a) Google Classroom - tutor groups from year 9 upwards are provided with an online Careers Google classroom which is a digital platform to guide and support the Careers Curriculum and update them on a variety of Careers and Enterprise opportunities.
- b) Independent Careers Advice - the school careers counsellor will provide independent and impartial Careers advice and guidance. This service is primarily available for year 11 students.
- c) Careers Lessons - Careers lessons via the school LIFE program.
- D) Unifrog - each student will have an individual login for the careers platform that will be theirs for the entirety of their schooling at Safa. This is where they can log all their research and advisors make notes, attached references and CVs.

## **Parents and carers**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, newsletters and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

## **Staffing**

All staff will have an involvement in the teaching of the LIFE program (Careers module) in different year groups. The Careers advisor is responsible for maintaining all Careers resources, support and provision.

## **Curriculum**

The Careers curriculum includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

## **Careers Events**



The school will look to host and find opportunities for students to attend events that allow them to discuss and research careers further. The main school event of the year will be the annual careers fair in December when business professionals and Universities from around Dubai will come and talk to the students.

### **Links with other Policies**

It supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Innovation, Equal Opportunities and Diversity, Health and Safety, MaGT policy.

### **Appendix 1**

**Policy Co-ordinating officer: Eleanor Nolan and Mathew Ashton: November 2021**

**Next Review: August 2022**