



# Willingdon

## COMMUNITY SCHOOL

### Headline News

Investors in Careers states that Willingdon Community School  
"Fully meets all the accreditation criteria incorporating the Gatsby Benchmarks' for the  
National Quality Award for Careers Education, Information, Advice and Guidance  
Provision."

"My son has really enjoyed the Dare to Dream program .I really appreciate his inclusion on this project. He has definitely benefited from the exposure to the wider world. It is lovely to see curiosity and interest sparked again!"

Parent comment

Work experience has given me insight into the world of work and into a field of work that I am considering as a future career.

Student comment

"I learnt a lot of new things at the Big Futures Show. There were colleges and companies that I found out about."

Student comment

"I was really interested in all of the apprenticeship information and I signed up for all of the updates. I would really like to get an apprenticeship in the future."

Student comment

## Curriculum Booklet

# Careers The Big Future

"Your Career Journey Starts Here"

Sept 2024

# Our School Curriculum Vision

The curriculum at Willingdon Community School offers a broad, balanced, personalised and challenging educational experience, which builds on students' experiences in the primary phase of their education. It aims to provide all students with the knowledge, understanding, skills and attitudes which are necessary if they are to become successful learners who enjoy learning, make progress and achieve the best they are capable of.

## Subject Vision

Our priority is for students to reach their potential during their school journey and for this to be reflected in their public examination results. Although students move on from Willingdon Community School for Post 16 Education, we will ensure that students have developed key transferable skills to adapt to their next destination and as confident learners are ready to embrace life to the full.

To demonstrate this commitment we have been awarded, by the Investors in Careers – a nationally recognisable body as 'Fully meeting all the accreditation criteria incorporating the Gatsby Benchmarks' for the National Quality Award for Careers Education, Information, Advice and Guidance Provision.

Through our comprehensive careers programme which begins in year 7, all students will receive a robust careers curriculum linked to the 8 Gatsby Benchmarks of Good Career Guidance. Students will learn from career and labour market information and experience encounters with employers, employees and different workplaces to ensure that they are Post 16 ready and have knowledge of over 300 different careers.

To ensure students understand the benefits of both further and higher education, we have developed strong links with local and national universities and colleges. All students have the opportunity to visit and gain an understanding of university life and the benefits of achieving a degree. We work closely with many of the local colleges and support students on taster days during Key Stage 4.

A comprehensive work experience programme exists for students in Key Stage 4, providing first hand insights into the world of work and we also welcome different speakers into our school to educate and enthuse students about future careers and the vast range of choices available to them.



**Willingdon**  
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# Key Concepts in Careers

The careers programme prepares our students for the next stage of their life which might be further education or an apprenticeship. Young people must make well founded decisions based on a range of facts and information, as choosing the next step that is right for them will impact on the options they have later in life.

Our careers education is centred around the following:

- Careers education covering industries, career paths, jobs, self-assessment and subject-specific career options
- Post 16 choices, 6th Form, colleges and apprenticeships, higher education – including types of qualification and their parity
- Employer engagement at a local, regional, national and international level
- Labour market information at a local and national level
- Personal skills for work embracing self-confidence, being articulate and determined, demonstrating clear aspiration and becoming a fearless learner
- Employability through developing confidence in the construction professional CVs, covering letters and application forms. Developing work-related experiences that add value and help make our students work-ready.
- Entrepreneurial skills, aiming to nurture leadership, innovation, resilience, problem-solving and financial awareness.



# Programme of Study Key Stage 3

## Careers, Employability and Enterprise Education

The Big Future's Careers programme is delivered through Tutor Time, in curriculum areas and through the Enterprise Curriculum at KS3.

## The Enterprise Curriculum

These 8-week courses, first introduced in September 2021 reflect the need to make young people world-ready by delivering valuable life skills and knowledge about the wider world; students will gain insight and understanding of the world of Business, Economy and Careers. Money management and aspirations are a focus in Year7 while in Year8 the emphasis moves to understand how and why businesses exist and the roles they create within the labour market. Year 9 has its main focus on entrepreneurship and product development with a project based around McDonald's Educational Resources.

## Tutor Time

### Developing yourself through careers, employability and enterprise

This covers self-awareness, self-determination and self-improvement in order that learners are aware of their strengths and preferences so that they are able to focus on the positive aspects of wellbeing, progress and achievements.

### Learning about careers and the world of work

This explores careers and careers development and investigates work and work life. Students gain an understanding of business and industry and are aware how working lives can change. It also focuses on the vast range of jobs available and labour market information. Equality, diversity and inclusion are explored, along with safe working practices and environments.

### Developing career management, employability and enterprise skills

This area ensures that students can make the most of different career information and guidance, so that they can develop employability and enterprise skills. It also allows them to develop their application and financial capability skills, so that they can make informed and sound choices in the future.

# Programme of study for Key Stage 4

## Careers, Employability and Enterprise Education

The Big Future's Careers programme is delivered through Tutor Time and in curriculum areas at KS3

### Year 10

- Next steps
- World of work – what employers want, work and lifestyle
- Rights and responsibilities at work
- Work experience – benefits and application process
- Labour Market information
- What job might suit me and job families
- Application skills
- The value of money and remuneration
- Managing Money
- Rules on termination of employment
- Understanding debt
- Health and safety at work
- Developing a personal sales pitch
- Different qualifications and their equivalents
- Post 16 providers in East Sussex
- Applications and tester days
- Apprenticeships
- Personal statement drafts
- Undertake work experience

### Year 11

- Actions for Post 16 transition
- Skills and interests' analysis
- College and apprenticeship applications
- Perfecting your personal statement
- Labour Market Information
- Different qualifications and their equivalents
- Changing job markets
- Personal learning and thinking skills
- Money matters
- Money, tax and society
- Making financial choices
- Dealing with debt
- Completing applications
- Writing CVs and covering letters
- Preparing for interviews
- Higher education providers
- Higher education funding
- Adding personal value Post 16
- Plan B



# Work Experience – Year 10

Work Experience is an important part of education and supports young people to make career decisions, develop employability skills and support a successful transition into Further Education, Higher Education, apprenticeships and the workplace.



**Student's benefit from work experience as it gives them: -**

- **More confidence and improved self esteem**
- **Ability to communicate with adults**
- **Improved timekeeping**
- **Additional practical work skills**
- **Team working**
- **Problem solving skills**
- **Time management and organisation**
- **Clarifies job roles within industry**
- **Broadens horizons in relation to career routes and job roles available**

## What our student said

“My work experience was amazing. Not only was it a subject I enjoyed, but the people there showed me all the different parts of the job from cleaning the documents to customer service in the library. The employers were a very friendly team and even made the effort to give me work relating to my interests. Even something like cataloguing pamphlets was interesting because they were about my favourite topics and I even learnt about school work whilst I was there. I catalogued some political pamphlets by J.B Priestley which was interesting since we are doing An Inspector Calls in English.”

## What the employer said

“We were delighted to welcome back our first Year 10 work experience student since the start of the pandemic. Miller Adems from Willingdon School in Eastbourne joined the University of Sussex team for a week finding out about working with archives. Here is an extract from what Miller wrote after his placement. “I have never once been bored at The Keep as new and exciting things happen every day. “I spent my first day cataloguing pictures of the University of Sussex taken in the 60s and got a great tour of the library on campus. “I met some of the people who work at The Keep and was delighted to see how friendly everyone was. My next day was probably the most eventful of the week. I started the day in the conservator’s workshop and could not believe The Keep had a 1680s copy of The Tempest! “After experiencing the tasks, a conservator has to do I returned to my desk and began working on cataloguing political books and pamphlets which I very much enjoyed. “Finally, I ended the day sitting in on a meeting where a person was donating hundreds of letters from her German Jewish family members to The Keep!”

# Spiritual, Moral, Social & Cultural Development

Spiritual , Moral, Social & Cultural Development is evaluated through personal development. This includes: -

Readiness for the next phase of education, training or employment so that pupils are equipped to make the transition successfully

Providing secondary school pupils with:

An effective careers programme in line with the government's statutory guidance on careers advice that offers pupils:

- Unbiased careers advice
- Experience of work, and
- Contact with employers to encourage pupils to aspire, make good choices and understand what they need to do to reach and succeed in the careers to which they aspire

## Parents can help students by: -

Engaging them in effective career conversations and guiding them in making decisions about their future careers. They can also help by helping their child discover their strengths and passions and exposing them to a variety of activities to see what piques their interest.

Discussing their future career ideas and encourage them to think about all the options available.

Encouraging them to make full use of the help and guidance available to them at school.

Encouraging them to develop their skills through education, hobbies, interests, work experience and part-time jobs.

Encouraging them to use websites to look to the future by finding out about the job market, skills employers are looking for and employment trends.

Encouraging them to attend careers events, careers fairs and workshops.



