



The
Castle
School

EMPLOYABILITY POLICY

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AUTHOR	ABI
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POLICY ON EMPLOYABILITY

The Castle School places a strong emphasis on career-focused education, to enable our students to successfully enter their choice of work, further education or higher education for continued progression. Our curriculum and support systems are designed to put students and their future at the heart of everything we do. We believe that Employability is a combination of maximising achievement within the formal curriculum, specific guidance related to career paths, and also the overall development of young people with the personal skills and qualities to be active global citizens.

Our Values

Our beliefs are implicit and explicit in our values which for our school community are:

RESPECT – for ourselves, other and the environment

RESPONSIBILITY – at all times at school and within the wider community

COMMITMENT – we arrive on time, ready for work

EFFORT – we always do the best we can

INVOLVEMENT – we play a positive role in the life of our school and community

Our Principles

Our fundamental principles are based on ensuring that our students can:

- a) Succeed in their learning within a broad and balanced curriculum, in which they can make educated choices at appropriate stages
- b) Learn about the range of possible careers available: by researching information, by meeting employers and employees, by experiencing workplaces
- c) Manage themselves: their time, their working environment, their priorities and understand the personal skills expected in workplaces
- d) Work in teams: know how to communicate, speak clearly, listen to others, demonstrate respect and take responsibility in a variety of situations. Recognise the importance of attendance and punctuality and the impact of this on working colleagues
- e) Solve problems: being creative, reflective, learning from their own and others experiences, developing solutions to challenges

Approved by SLT: 07.04.15

Approved by LOC: 11.05.15

Our Commitment

During Years 7-11, all students can expect to:

- a) Study a timetabled Life Skills curriculum in which employability is one of the 6 main themes
- b) Plan and undertake at least one week of work experience
- c) Have the opportunity to study and obtain a formal qualification in Preparation for Working Life
- d) Develop a portfolio containing a draft CV, a draft letter of application and self-reflections on interview skills
- e) Attend our annual Ambitions event, where they can meet face to face with employers and providers in career areas of their own choice, including opportunities to include parents/carers
- f) Have access to careers guidance in our own Guidance Centre, and via impartial advisers
- g) Have at least one personal guidance interview during Year 11, with appropriate advice on career routes
- h) Have opportunities to have first-hand contact in school with employers and employees, including our Premium Partners
- i) Participate in activities that will offer them the chance to develop their creativity, enterprise skills and risk-taking
- j) Experience lessons and activities which will be based around recognition and respect for equality and diversity, the development of confidence, social skills and an increased knowledge of the world around us and the global community.

In our Sixth Form, students can expect to:

- a) Continue with the experiences listed above from Years 7-11
- b) Choose a personal core curriculum which is appropriate to their prior learning and their possible career interests
- c) Choose from a range of Extended Curriculum Choices to broaden their skills and experiences
- d) Study a weekly Enrichment Curriculum which will include information and guidance on employability and careers
- e) Attend regional events providing information on university, further education, employment and training opportunities
- f) Have the opportunity to take part in variety of events within the Sixth Form which will allow them first hand experiences with employers, employees, training providers, university staff and our own Premium Partners
- g) Have opportunities to plan and undertake additional work experience or work shadowing
- h) Request mock interviews to prepare them for real world experiences
- i) Have support to complete applications for universities, apprenticeships or employment