

Harris Church of England Academy

Harris Drive, Overslade Lane, Rugby, Warwickshire CV22 6EA

Telephone: 01788 812549

office@harriscofeacademy.co.uk | www.harris.covmat.org

Headteacher Mrs Roberta Harrison



September 2023

Dear Parent/Carer,

As we are now in the new academic year, I would like to take this opportunity to introduce myself as the Careers Adviser for the Academy and to update you with our plans for our Careers Education, Information, Advice and Guidance (CEIAG) provisions. This will give you an idea of what students will be participating in during this academic year.

We are very proud of our careers provisions and are working on the reassessment for the nationally recognised “Quality in Careers Standard”. We believe that through achievement of this award, you can be confident that Harris is providing the best quality CEIAG provisions for your child whilst they remain in our care.

Going forward, we understand that there is always room for improvement and always like to challenge ourselves in terms of what we can provide for our students over the academic year. We pride ourselves on the number of students who continue with their education and training post 16 and the number of Harris students who go onto further education or training is above national average figures. We believe that it is an enhanced careers programme and embedding careers within the curriculum which contributes to these successful figures.

To support our students with their career choices, the PSHE curriculum has been designed so that all students from years 7 to 11 are given the opportunity to participate in “Work Related Learning” lessons which are specifically designed and delivered according to your child’s age.

Students also get the opportunity to use a web based app called Grofar where they will have access to their own “careers passport” and can update this with skills learned through activities in and out of school. They can also access their Year 10 careers meeting action plan and organise work experience.

By the end of each year group, we aim for students to have completed the following;

- **Year 7** – To have received an Introduction to Careers to inform them of what we do at Harris, who they can go to for help and support and where they can look for information and resources. They will also understand the meaning of Work Related Learning and begin their student career passport on Grofar. Overall, students will start to explore careers and the world of work and will begin to understand the essential skills transferred from school to the workplace.
- **Year 8** – Students will start to link subjects to future study and careers. They will also start to investigate jobs and the labour market and will be able to identify stereotyping in the workplace, whilst understanding the importance of diversity and inclusion. Students will have a presentation from a post-16 education or training provider to develop an awareness of future pathways.
- **Year 9** – Students will start to make effective decisions and plan accordingly for their futures in terms of their option subjects and will continue to link subjects to future study and careers. Students will develop a further understanding of Labour Market Information and what is involved once they begin to apply for jobs. This will include identifying their transferable skills and learning about rights in the workplace, as well as the difference between a skill and a quality. Students will have a presentation from a post-16 education or training provider to develop an awareness of future pathways.



Part of the Diocese of Coventry Multi Academy Trust

An exempt charity and a company limited by guarantee, registered in England and Wales No 8422015

Registered Office: The Benn Education Centre, Craven Road, Rugby CV21 3JZ

- **Year 10** – Students have the opportunity to attend a work experience placement and will do a lot of preparation for this during their Work Related Learning Sessions. They will also become better prepared for the world of work by having a clearer understanding of post 16 options, They will also have started their CVs, personal statements and cover letters and to develop a personal financial capability. All year 10 students will receive an independent and impartial careers interview with a Careers Adviser during the academic year.
- **Year 11** – Students should now feel “work ready” and be equipped with the skills and qualities needed to go into post 16 education and / or work based training. They will understand the recruitment process from start to finish and will receive a mock interview with a professional. Students should now be able to make well informed decisions and are able to manage change and transition from school to the outside world. They will have presentations from a variety of post-16 education and training providers to prepare them for application and transition. Additional independent career meetings will be provided for those students who we feel may need extra support or who request an additional meeting.

In February 2024, we will be holding our Annual Careers Fayre and we will be welcoming a whole host of visitors into our school to celebrate careers. This event has been brought forward this year to support our students when choosing their GCSE options. We are delighted to be hosting a Big Bang STEM Fair in July, an International Women’s Day activity for Year 8 and a Career Detectives activity for Year 7.

Subject teachers will also be embedding career information within their subject areas to promote the importance and relevance of studying this subject.

All of the above and much more is outlined in our CEIAG Annual Plan and Roadmap which can be viewed via <https://www.harris.covmat.org/careers-programme/>.

We are also looking to promote our “Alumni” project. Therefore, if you are an ex-Harris student or know anyone who was a previous student at Harris and they are in a role which could inspire our students, please get in touch!

We very much look forward to an action packed academic year ahead with our CEIAG provisions and should you have any feedback or are willing to volunteer your services, please email on careers@harriscofeacademy.co.uk

Yours sincerely

Mrs A Wilson
Careers Adviser