



OFG
Education

CAREERS POLICY & CAREERS PROGRAMME

Hillingdon Manor School



Careers provision is not simply an opportunity. It is an absolute entitlement for all our students.

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Introduction

At Hillingdon Manor School, pupils learn about employability to understand the skills, attitudes, and behaviours that prepare them for life beyond school and help them succeed in a wide range of future careers. Through collaborative classroom activities, project-based learning, extracurricular opportunities, leadership roles, and regular reflection, they develop essential soft skills such as communication, teamwork, problem-solving, organisation, and resilience, building the confidence and personal qualities most valued by employers.

Careers learning at the school is embedded through a curriculum that develops those key soft skills through the delivery of personalised teaching, real-life contexts and meaningful learning experiences. Pupils build employability skills through subjects like Personal Development & Employability, Life Skills, and specific vocational pathways learning, alongside hands-on opportunities such as Printworks, Market Garden and Construction, which promote practical skill development and confidence. This is strengthened by a rich programme of educational visits, including community access, cultural visits and activities such as the Duke of Edinburgh Award, all of which provide real-world contexts that help pupils practise teamwork, communication, resilience and independence in unfamiliar environments, supporting their wider preparation for adulthood and employment.

As a school, we are continuously improving and strengthening our careers provision, aiming to excel in all eight [Gatsby Benchmarks](#) and aligning our practice with the [CDI Career Development Framework](#). At the heart of our strategy is a belief in every pupil, fostering the self-belief that underpins successful career development.

At the heart of our strategy, pupils are believed in and this in turn, will encourage self-belief.

What we are doing well (GBM: Gatsby Benchmarks)

- 1) **GBM1:** We now have a Careers Programme in place.
- 2) **GBM4:** Teachers are very good linking curriculum to careers and this continues to improve with additional resources.
- 3) **GBM5:** We continue to deliver encounters with employers and build an employer relationship bank.
- 4) **GBM6:** We have an recognised successful internal work experience programme. We are building relationships for external work experience placements.
- 5) **GBM7:** We are building strong relationships with FE settings both locally and further afield, settings are invited to School to meet with students and families.
- 6) **GBM2 and 8:** We have an established impartial Careers Advisor working with our students. In 2022-23 89.6% of students Y11 and higher met with the Advisor.



- 7) "Careers logo" (chosen from an in-house school competition) designed by a student.
- 8) Destinations Data is shared with students and families.

What we can do even better:

- 1) The Careers Programme is the portal for raising profile of careers for parents and carers, students, teacher, employers – there needs to be a focus on embedding and sharing; this is a priority (including via online channels and the school website).
- 2) Where there are good practices across the School, these need to be appropriately recorded, repeated and shared – with peers, students, parents and carers, employers.
- 3) School Governor for Careers to be assigned.
- 4) In-house School (staff) "Careers Champions Team" to be developed.

How we are going to achieve that:

- 1) Expand network of interest and collaborators to ensure greater exposure during Options Evening and career-related events
- 2) Continue to liaise closely with OFG's careers teams
- 3) Strengthen pupil voice through student council (Pupil Voice) and engage them in staff-led projects to further develop employability skills

Our aim is that all our students are ready for the next stage of education, employment or training. Where relevant, students will gain qualifications that allow them to go on to destinations that meet their interests, aspirations and intentions. This will have been embedded into their curriculum from the beginning of their educational journey at HMS. We will have the highest of expectations for our students; that they will contribute to society in a meaningful and appropriate way.

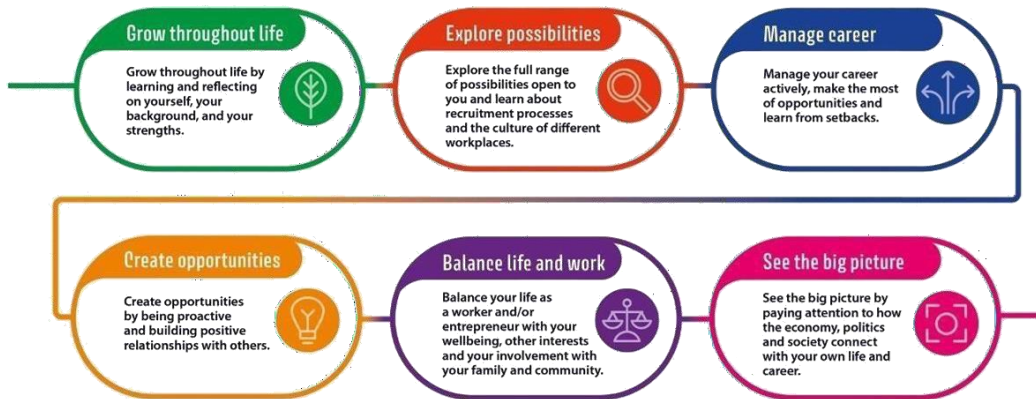
In line with our school vision, we also recognise we have a duty to promote awareness and understanding of autism in the community.

Our Student Entitlement

We will continue to challenge stereotypes with careers related activities as well as resources displayed around the school. We will measure impact by keeping careful records of specific career and enterprise related learning which will take place in addition to being embedded into the curriculum. We will always be considerate of:



The six learning areas



Good careers provision means that all pupils can see for themselves and their peers the high level of aspirations that there are throughout all of the school.

Our Commitment

We will use the school website, emails and social media to promote careers and careers events to parents, carers, students and employers.

All students from Year 7 upwards have the opportunity for a guidance interview or activity with a Careers Advisor or a member of staff who can offer quality and impartial advice. We will work alongside third parties, including Local Authorities to facilitate this.

All students will achieve their true potential whilst being fully prepared for their transition into the changing world of work. We will work towards a whole school approach, ensuring that staff, parents and students are aware of our vision. Staff will be encouraged to undertake careers related CPD.

We are committed to achieving all of the eight [Gatsby Benchmarks](#) and following the [CDI Career Development Framework](#) (select the links for further information).

Our Vision

Our aim is to empower students with meaningful employability skills and resilience. We will provide and teach how to research local, national and international labour market information



as well as post 16 and post 18 pathways and we will work to ensure that transitions are fully managed. We will continue to engage with students once they have left through our Alumni "Aspire".

Our Careers Programme and Policy will be published on the school website and there will opportunity for students, staff, parents and employer partners to offer feedback.

To have a body of Student Career Ambassadors (consisting of students and Alumni) who consult on the career resources, both online and through in school meetings.

We will work to ensure that all students have work experience placements and employer engagements, either as part of our internal Intern Programme or outside of school as outlined in the Careers Programme.

We will provide up to date LMI. By doing this we aim to actively encourage all students and their families and HMS staff to think about the future pathways of each and every student. Students will be encouraged to be active in developing their own LMI (for example when on School trips). when on School trips, thinking about and talking about the different job roles seen or that are "behind the scenes". Talking to family about jobs. Thinking about the jobs seen when watching television. Research!

We are aiming to provide current relevant career and labour market information (LMI), this could include information on:

- Financial skills
- Trainee, internship and apprenticeships
- Further Educational settings and future study options
- Career pathways and how to get on them
- Salaries

Careers Programme and Employability Skills

As a school, we recognise the importance of providing every pupil with access to work-related learning in a way that suits their individual needs. To support this, we offer a range of activities that deliver implicit careers learning, giving pupils opportunities to practise, refine and demonstrate key soft skills in meaningful contexts.

Career-Related Learning at the School is realised through:

- **Personal Development & Employability lessons** incorporating Creative Arts, Design Technology, Engineering, Construction, Food Technology and Business, helping pupils develop practical and vocational skills.
- **Life Skills and Money Management** sessions that teach financial literacy, independence and key competencies needed for adult life.
- **Printworks and Market Garden programmes**, providing real workplace experience where pupils can practise responsibility, teamwork and work habits.
- **Horticulture and Woodwork** activities that offer hands-on vocational skills and exposure to practical career pathways.
- **Duke of Edinburgh Award**, building core employability traits such as resilience, teamwork, leadership and communication.
- **Forest School and outdoor learning**, strengthening problem-solving abilities, cooperation and practical thinking in real-life environments.
- **Community access visits**, including trips to local amenities and public buildings, giving pupils experience of navigating real settings and practising independence and social communication.
- **Vocational and academic accreditation opportunities**, such as Functional Skills, BTECs, GCSEs and AQA awards, supporting pathways to employment or further study.
- **Options evenings, taster days and transition planning**, helping pupils understand and explore future career routes and next-step education opportunities.
- **Real-life learning embedded across lessons**, allowing pupils to apply independence skills, problem-solving and communication in meaningful, everyday contexts.
- **Educational visits and enrichment activities**, such as UK travel, adventurous activities and residential trips, all strengthening resilience, responsibility and interpersonal skills essential for employment.

Careers planner		
KS	Year	Careers content
KS3	Year 7	Access to: ○ PSICHE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ➤ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Visits to work places and enterprise activities such as National Enterprise Challenge
	Year 8	Access to: ○ PSICHE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ➤ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Visits to work places and enterprise activities such as National Enterprise Challenge



	Year 9	Access to: ○ PSCE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ○ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Labour Market Information ○ Options evenings ○ Visits to work places and enterprise activities such as National Enterprise Challenge
KS4	Year 10	Access to: ○ PSCE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ➤ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Visits to work places and enterprise activities such as National Enterprise Challenge ○ CV and personal statement writing ○ Talks and quizzes about FE options (such as apprenticeships, supported internships)



		● Taster days in the Hillingdon Manor School Skills for Life Programme or work experience
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	Year 11	Access to: ○ PSICHE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ➤ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Visits to work places and enterprise activities such as National Enterprise Challenge ○ CV and personal statement writing ○ Talks and quizzes about FE options (such as apprenticeships, supported internships) ○ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience ○ Duke of Edinburgh ○ Mock employer interview ○ CV and personal statement writing
		○ Application forms and letters of application ○ Visits to facilitate transition, including FE encounters ○ Encounters with FE settings and an understanding of options available

KS5	Year 12	Access to: ○ PSICHE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ➤ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Visits to work places and enterprise activities such as National Enterprise Challenge ○ CV and personal statement writing ○ Talks and quizzes about FE options (such as apprenticeships, supported internships) ○ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience ○ Duke of Edinburgh ○ Mock employer interview ○ CV and personal statement writing ○ Application forms and letters of application ○ Visits to facilitate transition, including FE encounters ○ Encounters with FE settings and an understanding of options available
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	Years 13/14	Access to: ○ PSICHE – exploring the world of work ○ Impartial careers advice ○ Regularly updated posters and interactive displays with focussed career themes ○ Careers embedded into the curriculum ○ Access to careers resources: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ○ At least one meaningful encounter with an employer ○ Industry speakers ➤ Market Day events ○ Assemblies ○ 'Out in the Community' class trips ○ Visits to work places and enterprise activities such as National Enterprise Challenge ○ CV and personal statement writing ○ Talks and quizzes about FE options (such as apprenticeships, supported internships)
		○ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience ○ Duke of Edinburgh ○ Mock employer interview ○ CV and personal statement writing ○ Application forms and letters of application ○ Visits to facilitate transition, including FE encounters ○ Encounters with FE settings and an understanding of options available ○ Sign up for Alumni and Destinations Data



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