

Woodbridge School CAREERS PROGRAMME

General

Tutors are involved with their pupils throughout the process of guidance.

Year 9

- November
As part of PSHE morning, Year 9 students are introduced to personnel from the local Connexions Service who explain their role in school, then deliver a practical session on making choices. This includes work on computers which pupils can follow up on their own at a later date.
- February/ March
Head of Careers visits all Year 9 tutor groups to discuss GCSE options: compulsory subjects, number of choices, compatibility issues, suitability for further study etc. Pupils are then offered the chance to have a more detailed session in a smaller group, or in one-to-one interviews, by making an appointment via their tutor.
- March
Both the Head of Careers and a representative from Connexions are available at Parents Evening for Year 9.

Year 10

- May
As part of the PSHE programme, Head of Careers delivers a session of linking skills to jobs, using multi-media resources.

The programme for Careers Guidance for the three senior years is given in outline to show the full support system available.

Year 11

- September
COA careers questionnaire 'Preview' taken by all Year 11, which provides each pupils with a personalised booklet in response to their answers. This facilitates discussion with tutors prior to the Sixth Form Open Evening
- November
Sixth Form Open Evening.
- January
Mock Examinations, followed by Year 11 Parents Evening. Both Head of Careers and a representative from Connexions are available. Pupils can request a personal interview with Connexions, organised through Head of Careers.
- August
Post GCSE results, Senior Tutor, Director of Studies and Head of Careers available to advise.

Year 12

- January
COA questionnaire (Centigrade), based on GCSE results, proposed A levels and career preferences and aspirations. A personalised booklet gives pupils, parents and teachers ideas for further discussion.
- February
Potential Oxbridge candidates identified and programme delivered.
- June
Head of Sixth Form provides advice on filling in UCAS form. All Year 12 are taken to UCAS Higher Education Convention in Ipswich. Once AS modules are over, pupils are encouraged to attend university Open Days.

After the announcement of AS results, staff are available to advise on module re-sits, and choice of university.

Year 13

- September
Year 13 Parents Evening: discussion and review of results. Tutors and Head of Sixth Form guide pupils through creation of personal statements. Head of Careers available for personal discussion concerning university application. Interviews also available with Connexions. All UCAS forms should be in by end of term, preferably by half term.

After the announcement of A level results, the Head of Sixth Form, Head of Careers, Heads of Department, Senior Management and Examinations Officer are available to advise where necessary.

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