



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Careers Programme

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Overview

Cardinal Heenan Catholic High School Careers Education and Guidance Programme, working alongside a wider Enrichment Programme, has been designed to meet the Gatsby Benchmarks and make a major contribution to preparing young people for the opportunities, responsibilities and experiences of working life.

A planned progressive programme of activities is in place to support young people in choosing pathways that suit their hopes, goals, interests, skills, strengths and abilities, helping them to follow a career path and sustain employability throughout their working lives.

Our Careers Education is inclusive with the absence of stereotypes and delivered to all students, in a variety of ways. The aim is that the programme should be engaging, aspirational and relevant to each individual student. The Careers Education Programme and information is delivered in a variety of ways including:

- PHCSE and Study Skills lessons
- Assemblies and Tutor Time
- One to one meetings to discuss careers options
- Activities/Events/Programmes in or out of school delivered by universities, businesses or other organisations
- Bespoke events/activities/sessions aimed at groups of students with particular interests and skills
- External speakers
- Options Fair/Careers Stands/Careers Fairs
- Post 16 Education Providers assemblies/workshops/visits
- Newsletters and signposting to relevant websites
- Work Experience
- Parents Evenings and Parents/Students Information Evenings
- Independent Careers Advisor input

Students are given time and support to reflect upon Careers activity and development in tutor time via their Personal Development Passports.

The programme is made appropriate for specific year group participation but also considers the needs, abilities and interests of individual students. Below is an outline of the activities that students participate in during each school year.

Year 7

Activity	Description	Participation
Careers in PSHCE lessons	Your Future session	All
Careers Stand	Available in school during selected lunch periods during the autumn term	All
Forums in Tutor Time	Developing meeting, communication, teamwork skills etc.	All
Common Good Leaders	Getting involved in community projects/events	Volunteers
HE Events with the University of Leeds and Leeds Beckett University	Various activities often STEM related suitable for different students. Examples include Science Circus and Festival of Science events	Selected students
Programmes with other universities and organisations	Pre-16 Health and Medicine programme – looking at careers in the NHS including medicine, nursing, physiotherapy, radiology etc.	Selected students
BAE Systems Roadshow	Roadshow exploring the latest developments in STEM Careers	All
Oxplore Festival	University of Oxford comes to Bradford College Trip	Selected students
Mott McDonald Partnership	Workshops/Careers Challenges	Selected students
Boys Will Be Brilliant	Mentoring scheme linked to behaviour and aspiration – Y10 peer led.	Selected students
Junior Librarian	Developing skills by assisting in the Library	Successful applicants
Green Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject with links to sustainability (stewardship).	All
National Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject – general careers focus.	All
Daily Notices	Information about Open Days and other Careers Events	All

Year 8

Activity	Description	Participation
Careers in PHCSE lessons	Budgeting, Banking	All
Careers Stand	Available in school during selected lunch periods - autumn term	All
Forums in Tutor Time	Developing meeting, communication, teamwork skills etc.	All
Common Good Leaders	Getting involved in community projects/events	Volunteers
Independent Careers Adviser introduction	Assembly	All
1:1 or group careers interviews	Available with Independent Careers Advisor	Selected students
BIMA Digital Day	Workshop delivered by local company looking at Digital companies and careers	Selected students
BAE Systems Roadshow	Roadshow exploring the latest developments in STEM Careers	All
Dragon's Den event	Enterprise programme/competition run through PSHCE. Finalist from each tutor group pitch to local company.	All
Careers and Guidance Coordinator and Independent Careers Advisor advice/help	Available at Parents Evening	All
Options Evening	Information regarding option choices, appropriate pathways, GCSE and other qualifications offered	All
Options Fair	Students given opportunities to examine subjects they may wish to study and talk to older students and teachers about course content.	All
Recycle Me Up	Talk relating to careers in Geography organised through Common Good Leaders and Eco-Council	Selected students
HE Events with the University of Leeds and Leeds Beckett University	Examples: STEM activities, Women in Science and Health Care (LU), Boys into Health and Education (LBU) – breaking down stereotypes. Examining careers in traditionally female dominated professions e.g. teaching, nursing, dietetics, physiotherapy, Higher Education awareness days (LBU)	Selected students
Programmes with universities and other organisations	Pre 16 Health and Medicine programme – looking at careers in the NHS including medicine, nursing, physiotherapy, radiology etc. and employability skills for those roles	Selected students
Green Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject with links to sustainability (stewardship).	All
National Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject – general careers focus.	All
Mott McDonald Partnership	Workshops/Careers Challenges	Selected students
Daily Notices	Information about Open Days and other Careers Events	All

Year 9

Activity	Description	Participation
Careers in PSHCE lessons	Employability skills	All
Careers in Study Skills lessons	Presentation skills, Careers and Personality Types	All
Careers Stand	Selected lunch periods, during autumn term	All
Forums in Tutor Time	Developing meeting, communication, teamwork skills etc.	All
Common Good Leaders	Getting involved in community projects/events	Volunteers
Options Fair	Students given opportunities to explore subjects and talk to older students and teachers about course content.	All
Options Evening	Information regarding option choices, appropriate pathways, GCSE and other qualifications offered.	All
Options Advice	One to one discussions with SLT regarding suitable pathways.	All
Maths Feast	Competition for students interested in a career in a maths-related field.	All
Recycle Me Up	Talk relating to careers in Geography organised through Common Good Leaders and Eco-Council	Selected students
Be the Boss	Y9 Workshop developing entrepreneurial skills	Business classes
A Career in Medicine	Workshop run by Leeds Teaching Hospitals	Selected students
BIMA Digital Day	Workshop delivered by local company looking at Digital companies and careers	Selected students
Hospitality Industry Day	Visit to Betty's and Taylor's to explore job roles in catering and hospitality.	Food classes
Get into Construction	Construction awareness day – looking at career opportunities in construction, including practical taster sessions	Selected students
HE Events with the University of Leeds and Leeds Beckett University	Examples: STEM activities, such as Health and Medicine Taster Day, Festival of Science events, Ecology Event (LU), Higher Education Taster Days (LBU)	Selected students
Programmes with universities and other organisations	Smallpiece Engineering #IAMSET Programme, including STEM day and Summer School	Selected students
Digital Careers Fair	In partnership with Leeds City Council	Selected students
SEND Careers fair	Careers fair aimed at SEND students and organised by Leeds City Council	Selected students
Green Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject with links to sustainability (stewardship).	All
National Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject – general careers focus.	All
Leadership opportunities with partner primary schools	Organising and staffing sports days and other events	Selected students
Mott McDonald Partnership	Workshops/Careers Challenges	Selected students
Daily Notices	Information about Open Days and other Careers Events	All

Year 10

Activity	Description	Participation
Careers in PHCSE lessons	Work and Pay, Health and Safety (Work) and Work Experience Preparation, Employability skills	All
Careers in Study Skills	Writing Application Forms, Skills Audit	All
Careers Stand	Available during selected lunch periods, during autumn term	All
Forums in Tutor Time	Developing meeting, communication, teamwork skills etc.	All
Common Good Leaders	Getting involved in community projects/events	Volunteers
Year 10 parents Evening	Careers and Guidance Coordinator and Independent Careers Advisor attend	All/Parents
Preparing for Next Steps Evening	Sessions on choosing post-16 courses and making every lesson count.	All/Parents
Get into Construction	Construction awareness day – looking at career opportunities in construction, including practical taster sessions	Selected students
1:1 Careers appointments	Priority for disadvantaged students	Selected students
Careers Fair	Careers Fair in school with local colleges, sixth forms, universities, employers and apprenticeship providers	All/Parents
Work Experience	Work experience which takes place in July	All
Notre Dame Taster Day	Taster sessions in lessons of students' choice	All
Notre Dame Assembly	Outlining opportunities available	All
Apprenticeship Assembly	Assembly delivered by the Leeds Apprenticeship Hub	All
Interview Experience	Mock Interviews available with Mr Gaffey/Wendy	As needed
LLS employability and sport workshop	Employability workshop delivered through the curriculum to interested students	Selected students
T-Level Media, Broadcast and Production Workshop	Delivered by specialist staff from Notre Dame	Selected students
University events with the University of Leeds and Leeds Beckett University	Examples: STEM activities, such as Dental School visit, Festival of Science events, STEM day, Harewood Discovery Day (LU), Boys Leadership Day, Politics Matters Day/Programme (LBU)	Selected students
Programmes with universities and other organisations	Junior Leadership Programme with LBU, Smallpiece Engineering #IAMSET Programme, including STEM club and Summer School	Selected students
Apprenticeship Fair	Apprenticeship fair at Leeds Arena	Selected students
SEND Careers fair	Careers fair aimed at SEND students and organised by Leeds City Council	Selected students
Creative Careers Fair	In partnership with Leeds City Council	Selected students
Digital Careers Fair	In partnership with Leeds City Council	Selected students
Reading Leaders Scheme	Opportunity to mentor Y7 students with reading to build up communication and team-working skills.	Successful applicants
Boys Will Be Brilliant Scheme	Opportunity to mentor Y7 students to improve their behaviour and raise their aspirations. Builds communication and team-working skills.	Selected students
Green Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject with links to sustainability (stewardship).	All
National Careers Week	Assembly, Form time activities, events and each curriculum area designates a lesson to talk about Careers linked to their specific subject – general careers focus.	All
Leadership opportunities with partner primary schools	Organising and staffing sports days and other events	Selected students
Daily Notices	Information about Open Days and other Careers Events	All

Year 11

Activity	Description	Participation
Careers in PHCSE lessons	Personal Statements, Preparing CVs, Interview Technique, Adult Life Stress and Work, Insurance and Pensions, Enterprise	All
Careers Stand	Available during selected lunch periods, during autumn term	All
Forums in Tutor Time	Developing meeting, communication, teamwork skills etc.	All
Common Good Leaders	Getting involved in community projects/events	Volunteers
Restart a Heart Day	First aid and resuscitation particularly useful for those looking to work in health/care/sport/education areas.	All
Year 11 Revision Day	Dropdown day which includes workshops on maintaining good mental health and coping with stress and anxiety in school and beyond. Includes an aspiration/opportunities assembly.	All
Preparation for Post 16 Education Assemblies	Advice and information relating to a variety of post 16 destinations and application processes and procedures	All
Post 16 Education Information Assemblies	St John Fisher, Notre Dame Sixth Form College, LLS, Roundhay High School, St Mary's Menston, Leeds City College, Leeds College of Building and Apprenticeship Hub.	All
Leeds City College Workshops	Workshops delivered during curriculum across multiple subject areas- Electronics and Engineering, Health and social care, Childcare and early learning, T-Levels.	Selected students
Leeds Maths School Workshops	Information regarding courses and opportunities available at Leeds Maths School	Selected students
Leeds College of Building Workshops	Information and interactive sessions for students who are interested in careers in construction.	Selected students
Apprenticeship Group	Support for those who are pursuing an apprenticeship route	Selected students
Apprenticeship Fair	Apprenticeship Fair at Leeds Arena	Selected students
Year 11 Information Evening for Parents and Students	Information/advice regarding examinations, revision, support, results and post 16 plans.	All/Parents
Year 11 parents Evening	Careers and Guidance Coordinator and Independent Careers Advisor attend	All /Parents
1:1 Careers appointments	All students will have a 1-1 interview and can book additional meetings if needed.	All
Preparing for Excellence	Programme for students planning to apply to Oxbridge/Russell Group Universities inc. trip to Worcester College, Oxford	Selected students
SLT Interviews	Post mocks meeting with a member of SLT to discuss next steps and actions needed.	All
SEND Careers fair	Careers Fair aimed at SEND students via Leeds City Council	Selected students
Experience Notre Dame Days	Taster sessions in subjects that students have applied for	All
HE Events with the University of Leeds and Leeds Beckett	Ujima (LBU), Summer Schools	Selected students
Programmes with universities and other organisations	Junior Leadership Scheme and Politics Matters Programme (LBU), Widening Access to Medicine (LU) OXBRIDGE activities, Smallpeice/Arkwright Engineering Summer Schools #IAMSET Programme	Selected students
T-Level Media, Broadcast and Production Workshop	Delivered by specialist staff from Notre Dame	Selected students
Employability workshops	5 Employability workshops aimed at students who may require extra support or are at risk of becoming NEET	Selected students
Careers Fair	Careers Fair in school with local colleges, sixth forms, universities, employers and apprenticeship providers	All/Parents
Careers in the curriculum week x2	Each curriculum area designates a lesson to talk about Careers linked to their curriculum area. January and May	All
Careers Weeks Assemblies	Linked to sustainability jobs (stewardship), labour market info, aspiration.	All
Daily Notices	Information about Open Days and other Careers Events	All

