

# Year 9 Careers Department Notices

September 2022

## Welcome back!

We hope all our students have had a fantastic summer break and are feeling excited and ready for Year 9.

### *The Careers Department*

The Careers Department is situated on the first floor in Bede House and is open Monday to Friday 8.30am to 4.30pm (Term time only).

Our team of 3 professionally qualified Careers Advisers plus a Work Experience Coordinator work with students to provide comprehensive bespoke careers information, advice and guidance. We aim to raise their aspirations and their awareness of the range of options and opportunities available to them to enable them to become effective decision makers and to plan for their future careers.

### *Year 9 Careers Programme*

During Year 9 students will receive advice and guidance from the Careers Department to help them make informed decisions when choosing Key Stage 4 options. Students will spend time exploring the courses available to them in Key Stage 4 and beyond.

Students will have assemblies focussed on decision making and post 16 options. We hold an annual Careers Evening in March inviting a wide range of employers, as well as further and higher education providers. More details on this event will be communicated in the Spring Term.

Students will engage in activities to review their skills, qualities and the careers decision-making process. They will be introduced in a careers lesson to Indigo, a computer programme which they can access to research career and study opportunities. From these activities we aim to give them the opportunity to consider their individual skills and qualities, to help them begin planning for their future options.

Students will receive information on a wide range of careers through our career of the month tutorials.

Students are welcome to visit the Careers department during break time and lunchtime, when the careers staff will be on hand to offer guidance and answer any queries about careers and Key Stage 4 option choices. More details about the Year 9 options process will follow. Careers staff will be available at parents' evening and options events.

Individual guidance appointments can be arranged at any time and parents/carers and very welcome to attend. Please contact us to arrange a suitable time.

**We are very much looking forward to working with students in Year 9. Please do not hesitate to get in touch if you have any questions.**



## Who we are...

### **Our Careers Department Staff**

From left to right:

**Mrs S Richmond**- Careers Adviser

**Mrs J Dukes**- Head of Careers

**Mrs M Farrar** - Work Experience Co-ordinator

**Miss L Cassells** -Careers Adviser



### **Contact:**

Please contact us on: **01423**

**818534** or email:

**[careersstaff@staidans.co.uk](mailto:careersstaff@staidans.co.uk)**

We welcome your feedback on our provision. Please use the details above to contact us.

**Policies:** Our Careers Policy and Department Plans can be accessed via:

[Careers Department—  
St Aidan's](#)