



## **What to Expect from your Career Guidance Interview**

### **Careers Advice and Guidance in Kingsbury School:**

Kingsbury School Careers, Aspirations and Guidance Co-Ordinator - Miss Lisa Hill

### **The Role and Responsibility of the Careers Advisor:**

Miss Lisa Hill is a fully qualified Level 6 careers practitioner with several years' experience. She offers impartial advice and guidance working with Kingsbury students and their parents/carers from Year 7 through to Year 11. Miss Hill offers additional support for students with SEND (Special Educational Needs and Disabilities) and those who have an Educational, Health and Care Plan.

At some point during your time with us at school, you will have a one-to-one Vocational Careers Guidance interview with Miss Hill.

### **What is the guidance interview for?**

People seek career guidance with different careers, educational and training-related needs. While at School or College you may need support with making effective subject choices or with weighing up the pros and cons of options such as going to College/University versus doing an Apprenticeship for example. You may also need help with selecting through the vast (and ever changing) range of occupations available. While significant people in your life such as Teachers, Parents or Carers will be able to help with this to some extent, they may only know about the jobs they have held themselves and their knowledge may also be out-of-date. Whatever you need to discuss with your Careers Adviser, there are some common features to career guidance which should apply in all cases.

Miss Hill's person-centred therapeutic approach to Career Planning and Advice and Guidance is to diagnose what your actual needs are before pursuing methods designed to resolve them. A diagnostic interview can enable you to fully understand what is preventing you from making quality decisions, for example:

What is affecting your motivation? Why are you struggling to decide? Why you feel unclear about the perceived options available?

### **What will it cover?**

Most importantly, your career guidance interview is about you. This is your time, and no-one else should be setting the agenda about what should be discussed in your interview. This does not mean that your Adviser will not at times make suggestions regarding options or challenge incorrect perceptions about jobs that might be worth considering – they may, for example be aware of work or educational opportunities that you were not aware of – but they should never tell you what you should do or treat anything you choose to share during your interview do with anything less than respect. We spend a significant amount of our lives in education and/or work and if we are being honest, most of us want to engage in learning and work that stimulates and satisfies us and



hopefully makes the best use of our talents and personal qualities. As such we are all entitled to be listened to, acknowledged, and supported when exploring something as fundamental as what we choose to do with our lives.

Despite what the job title 'Careers Adviser' suggests, the role of a Careers Guidance Adviser does not give directive 'advice' as such. Career Guidance Professionals are often referred to as 'Career Counsellors' or 'Career Coaches,' this more accurately hints at the skills you can expect to be used in your interview. Counselling skills used in therapy (for comparison) involve not just the qualities of empathy and unconditional respect outlined above, but also highly developed listening and communication skills and professional career guidance is no different. Gathering clarity regarding your individual need started in Year 7 and continues throughout your school life to put in place the appropriate intervention support to help you overcome such barriers to learning and decision making, all of which has an impact on your future career planning. For example, information needs, or the causes, maybe issues such as confidence, self-perception, adverse assumptions, values, or influences. Miss Hill aims not only to enable a student to understand these needs, but to also identify the means of resolving them throughout their individual career journey in school.

During the Guidance interview your Adviser will ask you several open questions: 'why', 'where' or 'how.' For example: "Where did that job idea come from"? "How are you finding year 11 so far"? "Why do you think that option is best for you at this time"? The first part of the interview is getting to know you, to get a sense of how best to support you. Identifying values, skills, experience and qualities and attributes to celebrate you just as you are. The benchmark of a successful career guidance interview should be that you do the majority of the talking rather than the reverse! As well as this, all professionally trained Careers Advisers should maintain impartiality regarding different educational or occupational options being explored so that the guidance they offer is never influenced by their own personal opinions.

### **What will I gain from it?**

Careers Advisers are trained to work in the best interests of students; from my own experience I would say that they are a caring bunch who genuinely want to help people succeed in their goals and maximise their potential. This is not to say however that nothing you share in your career guidance interview will be questioned or challenged. Part of a Careers Adviser's job is to make sure that you leave your interview with an accurate understanding of your strengths, your areas for development and also the challenges you may face in pursuing any of the options that you explore together. It may be for example that they will need to challenge any misconceptions or knowledge gaps you may have around certain occupations or different qualifications. They will also help you understand some of the practicalities you will need to consider, such as the typical qualifications needed for entry to certain occupations and the availability (and location) of jobs in the current labour market.

Your school or college is responsible for providing you with career guidance and this should be made available from at least Year 8 up to Year 11. Don't worry if you are not sure what courses you want to do after Year 11 or what job you want to do when you are older; Careers Advisers are trained to help students in exactly this situation and can usually help you get to the point where



you have some ideas for further exploration at the very least. If your school or college offers opportunities to meet with employers or undertake work experience, then this may also provide some useful clues about what you might enjoy doing once you have left education.

Booking an appointment - Call into the Careers Office next to the Library or email Miss Hill [lisa.hill@castlephoenixtrust.org.uk](mailto:lisa.hill@castlephoenixtrust.org.uk)

## **Kingsbury School Careers Advice and Guidance:**

At Kingsbury School, we aim to ensure that you are given the opportunity to access tools, skills and knowledge to be prepared for the world of work, further education, higher education or traineeships and apprenticeships. We strive to support you to consider all your options and not just the ones you are familiar with. The careers education programme at Kingsbury School, from Year 7 to Year 11 aims to promote your aspirations and enables you to develop your careers knowledge, understanding and insight into the world of work. The aim of the career planning interview is described as enabling you to make well informed and realistic decisions about your future careers and to manage subsequent transitions with confidence and resilience.

Kingsbury School provides a coherent and progressive programme of careers education which is informative, relevant, and personalised. We are committed to providing impartial careers advice and guidance (CEIAG). Before leaving Kingsbury School, you will be given a wide range of impartial information to make informed Post 16 choices about their future. Miss Hill liaises with local and specialist national colleges, training providers, employers and the voluntary sector to ensure that knowledge is up to date and information can be shared about the needs, demands and the trends within the Labour Market locally, nationally and globally with you.

In addition, Miss Hill arranges employer/college workshops for students and group work activities including "Local Provider Mornings, sessions on: Year 9 Options; how to make better decisions, Local Market Information, Self-Awareness, Motivation and Confidence and annual careers exhibitions held here at Kingsbury or other neighbouring schools where we have over many different exhibitors attend. Students also have the opportunity of attending careers events 'The World Skills show, 'What Career Live' 'Teen Tech' 'Big Bang Fayre' 'Taster Days' with local colleges and visits to employers and businesses including Euro Car Parts.

The aim of the website is to provide you and your parents/ carers access to a range of information which will enable you to make informed choices about your future learning and career pathways.

We are constantly looking to improve our provision and as an Academy; we use the compass tool to assess and improve our work towards the Gatsby Benchmarks of best practice and will continue to develop our CEIAG to help us meet all of the Gatsby Benchmarks by 2020.



**The Eight Gatsby Benchmarks of Good Career Guidance:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

**Who to Contact:**

**Strategic Lead:** Mrs Kelly Williams

**Careers Adviser:** Miss Lisa Hill

You can contact Miss Hill by calling 01827 872 316 or e-mailing [lisa.hill@castlephoenixtrust.org.uk](mailto:lisa.hill@castlephoenixtrust.org.uk)