



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

SG.SC.RT/hr/careers
13th October 2023

Dear Parent(s)/Guardian(s),

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

As we approach the end of the first half term, and following the Year 7 Transition Evening, we wanted to take this opportunity to share with you some updates regarding careers support at St. Joseph's including the names of the key contacts in the Careers team should you have any questions.

This letter provides a brief summary, with more details available on the careers page of the school website using the following link [Careers | St Joseph's College \(stjosephstrentvale.com\)](https://stjosephstrentvale.com/careers)

CAREERS TEAM

The Careers team have worked closely together with our Link Governor to plan our Careers programme for the coming year and beyond. The team contact information is detailed below:

- | | |
|--------------------------------------|--|
| • SLT Careers Lead - | Mrs S Gilding (sgilding@stjosephsmail.com) |
| • Personal Development Lead - | Mrs S Cumbo (scumbo@stjosephsmail.com) |
| • Careers Coordinator - | Ms R Thomas (rthomas@stjosephsmail.com) |

In addition, we have an experienced, independent **Careers Advisor – Mr Clive Shaw** – he is on site for two days a week (Monday and Friday) to provide impartial information, advice and guidance, helping our students to make informed choices about their education, training and work. Appointments are prioritised for our Year 11 and 13 students and for those students who need additional support to steer their decisions but requests for appointments can absolutely be made and should be directed in the first instance with the Head of Year.

PLEASE JOIN US ON OUR [LINKEDIN PAGE!](#)

A key part of broadening the horizons of all our students is to offer insights into the diverse world of work through initiatives such as our 'Business Breakfasts' programme – inviting guest speakers in to present to a targeted group of interested students over breakfast! We are therefore always looking to forge working relationships with businesses and organisations **but** we also know that there is a wealth of experience within our parent/guardian and alumni network. As such, we launched our St. Joseph's College Trentvale LinkedIn page to connect our community.

Please do join us, we would love to hear from you!

[\(9\) St Joseph's College: Overview | LinkedIn](#)

CAREERS GUIDANCE FOR STUDENTS

Careers Education is introduced from Year 7 through to Year 11 as part of the PSHE curriculum. Alongside these timetabled lessons, students also engage in career related activities each year

Telephone: 01782 848008, email: sjcollege@stjosephsmail.com www.stjosephstrentvale.com

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The targeted programme of activities from Year 7 through to Year 13 can be seen in our summary [SJC-Careers-Programme-Map](#)

CAREERS IN THE CURRICULUM

A key focus of our careers offering is to ensure that careers is put into context, with each subject area across each key stage highlighting a range of career options that link to the topic they are studying. In addition, we want to inspire our students by sharing the career journeys of their teachers - these career profiles can be seen throughout the school and make fascinating reading!

Of course, there are also key events in each department's calendar which can highlight careers links too with trips planned to support our students in aspiring to be their best self.

CAREERS GUIDANCE SPECIFICALLY FOR PARENTS AND GUARDIANS

With your child in Year 7, next steps beyond Year 11 may well seem a long way off. Nevertheless, we wanted to ensure that you are aware of the options as the landscape has changed considerably over recent years. We recognise that it can feel overwhelming for Parents/Guardians when trying to understand the different options available. To support with this, there is a section on the careers page dedicated to **you** providing guidance and also links to what we think are some of the most useful sources of information. Attached below are just three of these as a starting point.

- [Resources for parents and guardians \(apprenticeships.gov.uk\)](#)
- [Parental Guidance from The Careers Writers Association - Home](#)
- [Resources - Higher Horizons](#)

UNIFROG – A PORTAL FOR STUDENTS AND PARENTS AND GUARDIANS – PLEASE LOG IN !

To supplement our careers programme, we have invested in the Unifrog careers platform. Despite the name, this is so much more than just a guide to university applications. It is a whole school platform enabling students from KS3 upwards to explore their pathways and build their own personal profile. Its interactive approach supports students in identifying their interests, skills and qualities. It also provides information on local labour market information and the importance of employability skills. Each student will receive their own Unifrog account – and as Parents/ Guardians, you can use the portal as well.

- Login on the www.unifrog.org/code using the parent code **STCSParents** which is valid for a period of 90 days
- This code is only used once - email addresses and passwords are used to log in from then on

CAN YOU SUPPORT OUR CAREERS PROGRAMME / SHARE YOUR CAREER JOURNEY?

It's an exciting time ahead with so many opportunities available for our students. If you have any questions or would like to offer your support perhaps with careers talks, mock interviews, work experience, taster sessions or mentoring, **please do get in touch**. We would love to hear from you!

Yours sincerely,



Mrs S Gilding
SLT – Careers Lead



Mrs S Cumbo
Personal Development Lead



Ms R Thomas
Careers Coordinator

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