



# PSHE Takeaway Pack

CAREERS

February 2021

# All about me: becoming self-aware

## Self- Reflection

In order to decide what might be a good career choice it is important to understand your strengths and relative weaknesses, along with your likes, dislikes and interests.

Activity: Reflect on the following prompts to give honest answers



1. Things that interest me at home are:
2. Things that interest me at school are:
3. Things that I am good at include:
4. Subjects I have to work hard for:
5. Subjects I find a little easier:

### Circle One

- |                                    |     |    |
|------------------------------------|-----|----|
| 6. I like to solve number problems | yes | no |
| 7. I like to write about my ideas  | yes | no |
| 8. I am very organised             | yes | no |

## Skills

We develop a range of skills throughout our lives. Not all of these have to be specific to a job and they can be general life skills or job specific skills.

Activity: Look at the skills below and self- assess where your strengths currently lie

<i>Do I have these skills?</i>	<i>Yes</i>	<i>Not yet</i>
Caring for people		
Working in a team		
Communicating well		
Solving problems		
Responding to emergencies		
Working with money		
Playing a sport		
Believing in myself		
Drawing and painting		
Working on your own		
Using your imagination		
Being good with your hands (practical)		
Using maths		
Learning from mistakes		
Using a computer		
Being organised		
Speaking another language		

**The main skills that employers do tend to look for are:**

- ✓ Communication
- ✓ Teamwork
- ✓ Problem Solving
- ✓ Self-Management
- ✓ Confidence

In the Useful Links section at the end of this booklet, you can find some resources and information to help boost these skills.

When writing a CV you will need to include your skills, but more importantly, you will need to give proof that you have shown these skills. A good way to do this is to use the **STAR** method. This means that, for each skill you put on your CV, you should be prepared to evidence:

- ✓ The **situation** you have found yourself in when you had to use this skill in the past (S)
- ✓ The **task** you had to undertake using this skill (T)
- ✓ The **actions** you took to complete the task (A)
- ✓ The positive **result** of you taking action and using your skills (R)

## My Work Habits

In every job it is important to have good working habits.

[Activity: Assess your work habits at home and at school](#)



### Work habits at school

	Never					Always				
	0	1	2	3	4	0	1	2	3	4
Arrive on time	0	1	2	3	4	0	1	2	3	4
Bring my equipment	0	1	2	3	4	0	1	2	3	4
Listen to instructions	0	1	2	3	4	0	1	2	3	4
Hand homework in on time	0	1	2	3	4	0	1	2	3	4
Cooperate with other students	0	1	2	3	4	0	1	2	3	4
Check my work	0	1	2	3	4	0	1	2	3	4
Work neatly	0	1	2	3	4	0	1	2	3	4
Follow school rules	0	1	2	3	4	0	1	2	3	4

### Work habits at home

	Never					Always				
	0	1	2	3	4	0	1	2	3	4
Wake up on time	0	1	2	3	4	0	1	2	3	4
Listen to my parents	0	1	2	3	4	0	1	2	3	4
Do chores reliably	0	1	2	3	4	0	1	2	3	4
Get along with my siblings	0	1	2	3	4	0	1	2	3	4
Tidy my room	0	1	2	3	4	0	1	2	3	4
Offer my help unasked	0	1	2	3	4	0	1	2	3	4
Follow house rules	0	1	2	3	4	0	1	2	3	4

[Now reflect on which habits you most need to improve and how you might do this. Don't forget to celebrate those habits which are strong!](#)

## My preferred work environment

There are many different ways of working and before making a job decision you will need to consider if the environment suits you. Do you love being outdoors and active or would you prefer to work indoors at a desk? Do you enjoy dressing smartly or would you much rather work in a casual institution? Are you a hands-on person or more of a thinker?

Activity: On each line circle the environment you would rather work in.

A	B
Work indoors	Work outdoors
Work with people	Work with information
Travel	Work in an office
Work with my hands	Work with my mind
Work by myself	Work in a group
Work regular hours	Work irregular hours
Work in busy places	Work in quiet places
Wear uniform	Wear casual clothing
Make things	Sell things
Communicate with words	Use Maths skills
Give direction to others	Take direction from others
Work with people	Work with animals
Work under pressure	Work without deadlines

## Multiple Influences

Every person plays different roles in life and is exposed to different influences.

Activity: Watch this video clip and consider how the reactions of people around you might influence how you go about pursuing your own career choice:

<https://www.youtube.com/watch?app=desktop&v=XxfcaY86jpw>

Next, identify how your likes, dislikes and people you spend time with could influence your future pathways. How can you shape your experiences into a 'can-do' attitude?

# Now Reflect:

In the first few activities you have considered:

- Your interests
- Your skills
- Your work habits
- Those who have influenced you

Bringing together all that you have discovered about yourself, reflect on the answers you have given using the questions below.

Discuss your answers with a friend, a parent, or make contact with your Tutor.

Which skills and work habits am I most proud of?

What might an employer say if they read my responses?

Which skills and habits do I need to work on over the coming months or year?

Is there any aspect of developing my skills and habits which I find frustrating or daunting?

What might I need help with and where can I seek it?

## Which Career is right for you?

There is a large variety of jobs out there, some of which you may not even have heard about. One of the best ways to decide on a suitable career pathway is to carry out some research.

Activity: Take some time to look at the different job sectors and the job profiles within them:

<https://www.prospects.ac.uk/job-profiles/browse-sector>

Next, complete the following short tasks:

1. Choose a career and write it down.
2. What skills and qualifications do you think are needed for this job?
3. What do you think a typical day looks like for a person with this job?
4. What would you personally like- or not like- about this job?

## Seeking Further Support

We all need a support network, people who help us in different situations and whom we can turn to for advice. It is important to be aware of who these people are and to not hesitate to ask for help when you need it.

Task: How could the following people at Newlands help you on your way to making your future choices?

- Form Tutor .....
- Head of Year .....
- Headteacher .....
- Careers Leader .....
- Librarian .....
- Learning Mentor .....
- Wellbeing Support .....
- Anyone else? .....

## Tea Break!

C	H	U	S	T	S	E	R	E	T	N	I	L	O
A	Z	C	K	T	R	A	I	N	I	N	G	C	O
R	A	V	I	N	D	U	S	T	R	Y	C	P	E
E	M	P	L	O	Y	M	E	N	T	U	F	W	D
E	C	I	L	R	G	M	K	R	P	Q	S	A	N
R	W	T	A	E	P	S	E	A	G	O	M	G	N
J	U	L	S	L	O	O	T	J	N	X	O	E	J
B	A	X	O	F	Z	I	D	O	C	A	I	O	L
S	B	Y	A	H	O	P	I	B	L	F	W	K	M
Y	E	R	E	N	B	S	Y	S	H	G	D	R	R
R	M	Q	B	S	S	E	N	I	S	U	B	S	O
Z	L	I	F	E	X	P	L	O	R	E	J	J	F
C	G	A	F	V	N	B	K	O	C	U	X	W	I
G	I	O	I	N	F	O	R	M	A	T	I	O	N
A	R	Z	T	M	H	T	P	K	Y	L	B	R	U
P	L	A	B	O	U	R	M	A	R	K	E	T	A

**Activity:** How many of the career related words can you find. Do you know what they all mean?

Career	Job
Skill	Wage
Interests	Goals
Training	Employer
Industry	Salary
Employment	Uniform
Profession	Business
Labour market	Occupation
Explore	Work
Information	

## Useful Links and Resources:

The Youth Employment website contains a wealth of information, including free training courses on boosting your skills:

<https://www.youthemployment.org.uk/courses/your-skills-for-life-and-work/>

The best place to gather information is the Careers Page of the Newlands Girls' School Website:

<https://www.newlandsgirlsschool.co.uk/page/?title=Careers+Curriculum%2FInformation&pid=150>

We regularly update our useful links and post resources packed with advice related to CVs, among other things.

Mrs Jandrell, our Careers Lead, should be your first point of contact. If you wish to ask any questions regarding Careers or would like to request a one-to-one discussion please contact her: [nataliajandrell@newlandsgirls.co.uk](mailto:nataliajandrell@newlandsgirls.co.uk)

She is always ready and willing to support you!



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