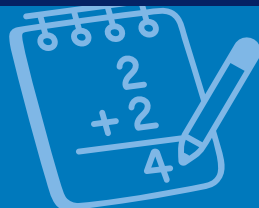
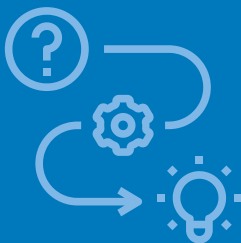




SSA'S GUIDE TO: CAREERS AND LIFE SKILLS



Sheffield Springs Academy
The best in everyone™
Part of United Learning

CONTENTS

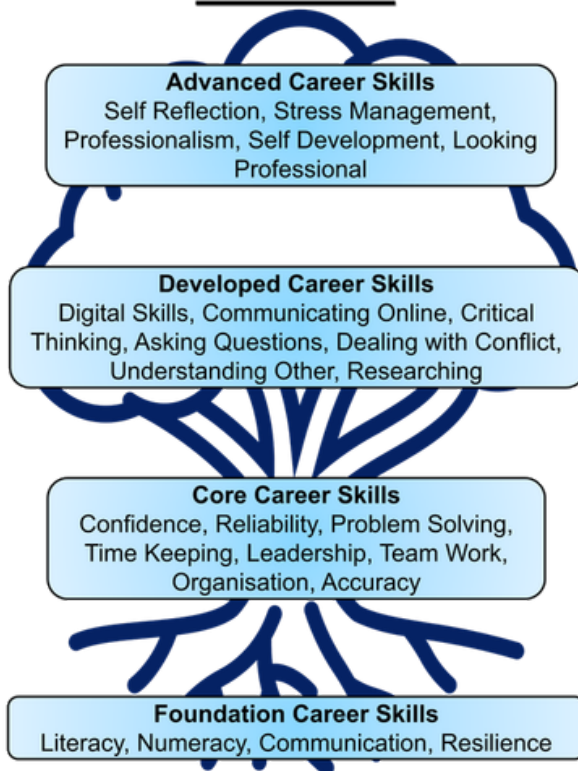
CONTENTS	PAGE
Career Skills more than simple words!	1
Foundation Skill: Communication	2
Foundation Skill: Literacy	3
Foundation Skill: Numeracy	4
Foundation Skill: Resilience	5
Foundation Skill: Confidence	6
Core Skill: Team Work	7
Core Skill: Problem Solving	8
Core Skill: Accuracy	9
Core Skill: Timekeeping	10
Core Skill: Adaptability	11
Core Skill: Reliability	12
Core Skill: Leadership	13
Developed Skill: Dealing With Conflict	14
Developed Skill: Understanding Others	15
Developed Skill: Digital Skills	16
Developed Skill: Asking Questions	17
Developed Skill: Communicating Online	18
Developed Skill: Critical Thinking	19
Developed Skill: Researching	20
Advanced Skill: Looking Professional	21
Advanced Skill: Self-Reflection	22
Advanced Skill: Self-Development	23
Advanced Skill: Stress Management	24
Advanced Skill: Professionalism	25
Every day in every lesson prepares you for the future	26
Every day in every lesson prepares you for the future	27
Impact of Conduct, Character and Community	28
Careers and job specific skills and knowledge	29

Career Skills

More than simple words!

Career skills, sometimes called transferable or soft skills, are what we build all the time. Learning to talk about them and how to develop them can give you a massive boost, both for your career and your own confidence.

The Careers Skills Tree



We develop our Foundation Career Skills throughout life and school from being children.

Core Career Skills help us everyday building on our Foundation skills.

Developed Career Skills are more complex and need us to link core skills together.

Advance Career Skills needs us to bring all the others together!

Careers Skills Focus

Foundation Skill

Communication

Communication is more than just what we say. It's how we talk, the language we use, and what our body language shows.

Why should I change the way I talk?

Because employers have expectations about how people should communicate—not just with each other, but also with managers, suppliers, clients, and customers!



We already change the way we communicate every day - it's a natural part of being human and maintaining relationships. **Employers are looking for people who can adapt their language to meet the needs of the job.**



*Practiced every day during our **WE DO** task in lessons, where staff and students work together to develop their understanding!*

Careers Skills Focus

Foundation Skill

Literacy

Your ability to read and write are crucial to any future job and your lives in general.

Why do you need to be able to read and write in your job?

In every job, you need to be able to fill in paperwork, but you also need to read your contract and pay cheques!



Literacy is only about reading and writing right?

Literacy is about reading and writing, and you demonstrate this by passing English. However, having a larger and more varied vocabulary makes it easier to understand new ideas. Literacy is not just about English, but about any language!



As part of our form time ***Drop Everything And Read***, our students are practising and developing their literacy.

Careers Skills Focus

Foundation Skill

Numeracy

Maths and numbers are fundamental to our lives - from the technology we use to the money we spend. You can never get away from them!

But the job I want doesn't use maths, right? **Actually, all jobs involve maths and numbers - it just might be in a way you wouldn't expect!**



If you hate maths or feel you're not very good at it, it's important to remember that numeracy is more than just maths! **Numeracy might involve maths, but it doesn't always mean the maths you use in science. For example: measuring volumes in catering and hairdressing, or counting money and bills in retail and leisure, and so on...**

Careers Skills Focus

Foundation Skill

Resilience

Throughout your life, you will face challenges and setbacks. The ability to get back up and keep moving is what we refer to as resilience.

These challenges can be emotional, physical, academic, or professional, and you will have your own way of processing and adapting to how you can keep moving forward. **You practice this every day, sometimes without even realising it.**



We encourage you to be resilient because life and work are full of challenges and setbacks. **Employers value resilience because resilient employees are better able to handle stress, solve problems, and stay motivated even when things get tough.** This makes them more reliable, productive, and positive members of any team.



Our students develop their resilience every day as they aspire to have **AMBITION** and try to be the best they can be.

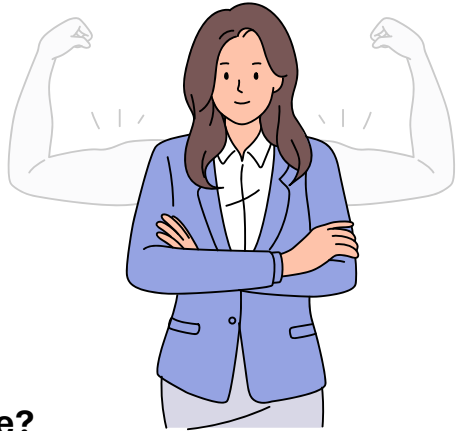
Careers Skills Focus

Foundation Skill

Confidence

Confidence does not just mean being loud or outspoken. Confidence means being able to recognise when you are wrong and admit it!

Employers want confident employees but are wary of those who are overconfident or self-absorbed, as such people can be a risk and disrupt the workplace.



How do I show confidence?

Showing you are confident can be done in surprisingly simple ways:

- **Making eye contact and talking directly to people.**
- **Standing tall and initiating handshakes or conversations.**
- **Being able to admit when you are unsure, but still trying.**

Careers Skills Focus

Core Skill

Teamwork

The working world is built on teamwork—whether that’s with the people you work with, or with suppliers, clients, and more!

Teamwork brings together lots of skills under one name. Employers are looking for you to be able to show your understanding!



Imagine you have been asked to discuss teamwork. What should you say?

- The process: Identify a problem, plan, and solve it together.
- The skills used: Communication, managing conflict, and collaboration.
- The outcome: Your team achieved its goal by working effectively together.

Employers want you to talk about all of these aspects when discussing teamwork.

Careers Skills Focus

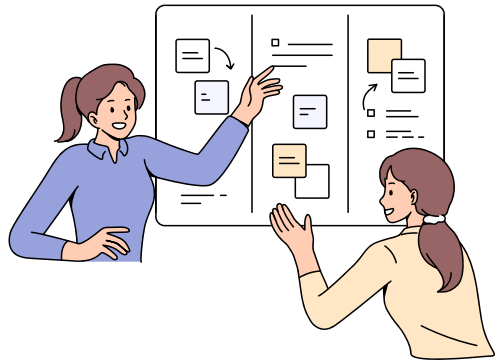
Core Skill

Problem Solving

We solve problems every day, covering many different topics and areas of our lives!

Depending on the job you apply for, you could be asked to solve different types of problems.

Understanding these problems and considering how to solve them is crucial!



Types of problems you could encounter:

- Technical: Designing a new technology or system.
- Social: Resolving an argument or helping someone manage their emotions.
- Academic: Conducting research, such as making a medical diagnosis.
- Practical: Fixing an engine or choosing the right hair dye.



THE BLUE ZONE challenges your knowledge and ability in every lesson, and problem-solving is a core skill you will practice.

Careers Skills Focus

Core Skill

Accuracy

Accuracy is more than just dealing with numbers; it affects all aspects of work, including writing and speaking.

Why are employers keen for people to demonstrate accuracy? **Every job requires employees to be accurate - without it, a business could fail.**



Showing that you are accurate is not difficult.

- Be clear and precise in how you speak and answer questions.
- Remember details and information correctly.
- Subject grades can be a good indicator of accuracy.
- Follow and understand guidance carefully.

No matter the role or job, accuracy is key!



During the **WE DO** section of your lesson, you will be practising accuracy in many ways, including responding to questions.

Careers Skills Focus

Core Skill

Timekeeping

Timekeeping is more than just being punctual or remembering that you need to be somewhere at a certain time.

Timekeeping is a crucial skill for any employee, as time costs money and companies want people who can make the most of it.



Showing Timekeeping in applications or interviews:

- Be on time - it shows reliability.
- Balance tasks - explain how you manage coursework and other commitments.
- Give examples - share how you planned your time during busy periods like exams or sports.
- Show organisation - mention how you follow schedules and meet deadlines.

Careers Skills Focus

Core Skill

Adaptability

What is adaptability? Adaptability is the skill of responding effectively to changes, challenges, and learning new things. It involves the process you use to find solutions and adjust to new situations.

Showing adaptability can be challenging, but try to think of an example where a plan changed and how you overcame it.

This could be something that happened at school or in your own personal experience.



Why do companies want adaptable people?

Because things often change or go wrong, employers need staff who can keep working and solve problems. As technology and global trends evolve, employees must learn new skills and adapt quickly.



When we review your work during **GREEN FOR GROWTH** and apply what you've learned, you're adapting your knowledge.

Careers Skills Focus

Core Skill

Reliability

Are you on time? Can your friends count on you? Do you follow through on your promises?

If you answered yes, you're showing that you're reliable!

Why do people value reliability? Employers want reliable workers who show up, work well with others, and get the job done. As things change, dependable employees help keep everything running smoothly.



Is being reliable just about doing what you're told?

No—reliability is much more than that. It means being consistent with others and staying true to your values so people know they can trust you.



When you show **RESPECT** by being on time, helping others, and treating people fairly, you're also showing reliability.

Careers Skills Focus

Core Skill

Leadership

What is leadership? Leadership isn't about bossing people around. It's about guiding, supporting, and inspiring others to work together toward a shared goal.

What is real leadership?

Real leadership is the ability to inspire, support, and guide others - whether it's to complete a task, overcome a challenge, or even plan a day out.



How do I describe leadership?

Leadership isn't about being the boss or giving orders. It's about how you support others, especially during challenges. Sharing how you helped and overcame difficulties shows real leadership.

Careers Skills Focus

Developed Skill

Dealing With Conflict

People will always have different opinions. Conflict in the workplace can happen between colleagues, customers, or others. Learning how to manage and respond to these situations is an important skill.

Managing conflict is key - not just for a company's success, but for your own mental health.

It's a vital skill that employers really value.



Some jobs and sectors rely heavily on people skills. Here are a few examples:

- Leisure & Travel – Hairdresser, Barber, Cabin Crew
- Logistics – Delivery Driver, Supply Coordinator
- Public Services – Police, Firefighter, Ambulance Crew
- Medicine & Care – Nurse, Social Worker, Doctor
- Education – Teacher, Nursery Worker



Going to school can lead to conflicts, but **RESPECTING** others, even when you disagree, helps you manage them.

Careers Skills Focus

Developed Skill

Understanding Others

Getting along with people can be a day-to-day challenge, but it is crucial for both employers and employees!

Understanding others' feelings, experiences, and perspectives is sometimes called empathy. In the caring and medical world, it is a must-have skill!



How can you demonstrate this skill?

It might be challenging to describe, but by putting yourself in others' shoes and trying to understand them, you are exhibiting empathy. Employers don't expect you to be a mind reader. Demonstrating your effort to understand others and using that to collaborate or address a need is what employers value!

Careers Skills Focus

Developed Skill

Digital Skills

Digital skills encompass a wide range of topics, including using emails, software, and conducting online research.

Employers are interested in these skills, as so much is now managed digitally -from training to payments and beyond!



How to explain digital skills:

- Emphasize the software you've used, such as Publisher, Word, Email, Photoshop, and more.
- Demonstrate your ability to complete online forms and applications.
- Show your understanding of the impact of social media, video sharing, and streaming platforms.
- Provide examples of using video conferencing platforms like Teams.



We are in a digital world, and by learning how to use SPARXs and practicing Microsoft computing, you develop essential digital skills.

Careers Skills Focus

Developed Skill

Asking Questions

Asking questions is something we do daily in school and with friends. **To employers, it's a skill they expect you to have!**

Why is asking questions such a desired skill? **Asking questions is fundamental to how we learn and solve problems, especially if we ask the right questions!**



The easiest way to demonstrate this skill is by asking questions, but the real talent lies in asking the right question at the right time. **Different jobs require different questions and have various methods of asking them.** However, they all ultimately rely on asking the right questions at the right time.



Being **AMBITIOUS** means that you need to ask questions, whether to help you get better grades or to determine what you have to do next.

Careers Skills Focus

Developed Skill

Communicating Online

With everyone on social media, email, and online forms being used so frequently, employers are seeking individuals who can communicate online effectively.

How can I demonstrate this? **By understanding email and messaging tools, you'll be able to discuss them effectively in an interview.**



Can a potential employer review your social media or previous online publications? **Yes, they can and often do! This might involve a straightforward Google search or a look at your social media profiles.** Once something is published online, it becomes part of the public domain. How you manage your online presence reflects your online communication skills.



The world has shifted online, with communication happening through apps, emails, or websites. In school, this might involve using teams or email, helping you practice this essential skill.

Careers Skills Focus

Developed Skill

Critical Thinking

Imagine being asked whether you think something is a good idea. Do you act on instinct, or do you spend ages contemplating it?

Critical thinking is a skill we develop, and it's not about finding fault with every idea or project!



Critical thinking is your ability to examine an idea, project, or problem and see it as a complete picture, even if it is your own idea. **This means you need to analyze and evaluate the strengths, weaknesses, benefits, and challenges, using them to decide what actions to take or, if necessary, what actions to avoid or to take.**



When we review your work during **GREEN FOR GROWTH**, you critically evaluate it with your teacher and peers.

Careers Skills Focus

Developed Skill

Researching

Research - that's the dull task they make me do in science and other subjects. It's not a skill!

Researching is a skill we continuously perfect. Have you ever shopped around for clothes or looked up a strategy for a game? That's research!



When might I conduct research in a job?

- When you're assigned a task you've never done before and need to learn how to complete it.
- When you need to order parts and find the best supplier.
- When preparing a report for your boss and completing paperwork.
- When searching for a future job or training opportunities.



Your **EXCELLENCE** is informed by research, whether it relates to what you need for your dream job or your grades.

Careers Skills Focus

Advanced Skill

Looking Professional

Did you know that most people make a subconscious decision about your appearance within seconds of meeting you?

Why worry about others' opinions? It's a common reason people miss out on job opportunities!



If you are applying for a job and want to look professional, think about the following:

- **What should I wear? Is there a uniform or dress code?**
- **How should I communicate with customers, bosses, and children?**
- **What does the job entail, and what are its responsibilities?**

These considerations will vary for different jobs.



By having the **PRIDE** to come to school in the correct uniform and keeping it tidy, you practice this skill every day.

Careers Skills Focus

Advanced Skill

Self-Reflection

What is self-reflection? **Self-reflection is the ability to examine ourselves to understand our strengths and weaknesses.**

Why is this important to employers? **Individuals who don't recognize their limits or when to seek assistance can pose a risk!**



How would you demonstrate self-reflection?

- **Ask for help when needed or admit when you're unsure.**
- **Understand your weaknesses and find ways to overcome them.**
- **Use your experiences to foster personal growth.**

Though challenging, this skill has a significant impact on your school life and future career!



In **GREEN FOR GROWTH**, you identify your mistakes, and teachers help you reflect and improve.

Careers Skills Focus

Advanced Skill

Self-Development

You learn things at school and pick up skills as you live your life, but everyone is unique!

What exactly is self-development? **It's about understanding yourself and taking control by learning new skills or acquiring knowledge that will help with your future plans.**



How can I demonstrate self-development? The easiest way is through your results. **Have you attended revision sessions? If your attendance was lacking one year, have you improved it this year?** By acknowledging your mistakes, being honest about them, and taking steps to improve, you show that you are developing yourself!



THE BLUE ZONE allows you to leverage your knowledge, skills, and experience to enhance your own learning.

Careers Skills Focus

Advanced Skill

Stress Management

Stress - it's a word tied to countless negative and unpleasant things. However, it's a fact of life that we will encounter stressful times, and some jobs are undoubtedly more stressful than others!

Why would I take on a stressful job? **Just because a job comes with stress doesn't mean it can't be enjoyable or worth pursuing.** Teaching and medicine, for example, are both rewarding fields despite their challenges.



How can I show an employer I can manage stress?

It's not just about proving you can manage stress directly; it's also reflected in your overall actions. For example, how you present yourself during an interview, your honesty in conversations, and similar behaviors are important indicators.



The modern world is full of different kinds of stress. Learning how to manage stress in school helps you develop skills that will be useful in the future.

Careers Skills Focus

Advanced Skill

Professionalism

This is a skill we all need to learn, and it comes with different expectations in various jobs!

Professionalism involves:

- **Punctuality and dedication**
- **Acknowledging mistakes and learning from them**
- **Adhering to company policies**
- **Completing tasks to the expected standard**
- **Respecting others and their opinions**



How can I learn to be professional? **Every day at school, you're learning.** Arriving in uniform with the necessary equipment, completing coursework and homework, and being respectful to staff and fellow students are all aspects of professionalism.



By taking **PRIDE** in what you do and showing **RESPECT** every day, you are practicing professionalism.

Every day in every lesson prepares you for the future

The way you are taught and learn is developing your knowledge but also your values and skills for the future!



Every lesson begins with you retrieving key knowledge/ skills/ understanding.

Career and life skills practiced:

Resilience, Confidence, Critical Thinking, Time Keeping



Teachers model methods and best practice for you to use and practice in future lessons.

Career and Life Skills:

Communication, Self-Reflection, Asking Questions,



You and your teacher learning together, this way your teacher check your understanding.

Career and Life Skills:

Communication, Teamwork, Understanding Others



Every day in every lesson prepares you for the future



Every lesson's most challenging piece of work where you work independently to build your knowledge and skills through stamina and resilience.

Career and Life Skills:

Resilience, Confidence, Critical Thinking, Time Keeping, Problem Solving, Accuracy, Stress Management, Self-Development



The feedback you receive on your learning and knowledge, letting you reflect on your understanding.

Career and Life Skills:

Resilience, Confidence, Self-Reflection, Accuracy, Critical Thinking, Dealing with Conflict



Our **D.E.A.R** (Drop Everything And Read) and **CAPS** (Capitals, Apostrophes, Punctuation, Spelling) continue to develop your **Literacy and Communication Skills**.



Impact of Conduct, Character and Community

Not only do you develop your skills in every lesson but also through every part of school.



Our conduct and attendance policy helps students develop essential career skills such as **Professionalism, Responsibility, Teamwork, Communication, Time Keeping and Respect**. Which are highly valued by employers and support success in the workplace.



Character Charter and **Community Hub** help students develop valuable career skills such as **Respect, Resilience, Leadership, Teamwork, and Active Citizenship**, preparing them to make a positive contribution in education, employment, and the wider community.



Careers and Job Specific Skills and Knowledge

Beyond the skills we have discussed here, there are also job-specific or technical skills that certain roles will require or train you to develop. These are sometimes referred to as hard skills.

Type of Skill	Definition
Job Specific Skill	Particular abilities, knowledge, and training are required to perform the tasks of a specific job.
Technical Skill	Specialized knowledge and abilities are used to perform specific tasks, operate tools, and implement techniques in various fields.

You can find more information here:

- **Unifrog platform:** All of our student have a unifrog account where they access a wide range of skills quizzes, career information. To log on go to www.unifrog.org
- **Prospects:** www.prospects.ac.uk
- **National Careers Service:** nationalcareers.service.gov.uk



We use the **unifrog** as the main careers passport for our students, but our students can also use unifrog to record their own skills.



Sheffield Springs Academy

The best in everyone™

Part of United Learning



Have a question or need help?

If you further questions or would like to a speak to the careers team so can contact information below:



0114 239 2631 / 07542 507278



CEIAG@sheffieldspring.org



www.sheffieldsprings-academy.org