



WEEKLY OPPORTUNITIES NEWSLETTER

YEARS 9

w/c 28th November 2022



Dear Student/Parent/Carer,
Recording interactions on Unifrog

Could you let Mrs Farmer know if you take part in any virtual or in person opportunities advertised in this Newsletter please? It is important that young people keep an electronic record of all the interactions you have with Further Education, Higher Education and employers. Please email ffarmer@toothillschool.co.uk with the date of the activity and the name of the activity.

Enjoy

The Toot Hill Careers Team

Use the Contents section to skip to the information relevant for you. You can use the 'Back to Top' button to get back to this Contents section.

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Career of the week

Diplomat



What you'll do

You'll typically work in one of three areas:

- political - monitoring political and economic developments in other countries, and representing Britain in government and the media
- commercial - helping British companies to trade overseas and promoting investment in Britain
- consular - assisting British citizens in other countries and processing UK visa applications

Your day-to-day duties will depend on your role:

- policy officers research issues and help to develop policy and strategy
- executive assistants draft letters, handle accounts and invoices, and provide clerical support
- administrative assistants provide clerical support

Record relevant activities you've already done on the [Activities tool](#)

Working hours and environment

You'll normally work 9am to 5pm, Monday to Friday, if you're based in the UK. Overseas, your hours and conditions may vary according to the culture and climate of your host country. You may also be on call 24 hours a day.

You'll spend between 18 months and 3 years in London before your first posting overseas. Most overseas postings last from 3 to 4 years. You must be willing to work anywhere in the world.

Career path and progression

You'll have access to a wide range of Civil Service training, designed to prepare you for your first overseas posting. This includes foreign language training.

You'll be encouraged to identify your own training needs as part of an appraisal and staff development programme.

After 2 years, you can apply to join the Fast Stream programme if your manager thinks you have the potential for senior management.

Skills required

You'll need:

- initiative and flexibility
- excellent communication skills
- the ability to relate to people from all societies and cultures

Got evidence of these skills? Record your examples on the [Skills tool](#)

Entry requirements

You'll usually need 5 GCSEs at grades 9 to 4 (A* to C) to join as an administrative officer. If you apply to become an operational or policy officer, you'll usually need A levels.

It may help if you have some relevant work and life experience, like a proven interest in other countries and culture, international relations or foreign language.

If you're a graduate with at least a 2:2, you can apply to the [Civil Service Fast Stream](#) programme, which leads to senior management posts.

For the [Government Economic Service](#) Fast Stream you'll need a 2:1 in an economics-related subject.

The [Summer Diversity Internship Programme](#) offers undergraduates and graduates from ethnic minorities and under-represented backgrounds a paid training placement in a government department. This could be a stepping stone to the Fast Stream programme.

You may also be interested in:

- [Civil service officer](#)
- [Immigration officer](#)
- [Local government officer](#)
- [Policy adviser](#)

Explore

Labour Market Information (LMI)

UK Current Jobs

Chief executives and senior officials (SOC3)

UK jobs: 57,084

Nottinghamshire jobs: 572 (30th of 214 UK LEAs)

Top 5 LEAs: Surrey (2,783), Westminster (2,158), Kensington and Chelsea (1,909), Hampshire (1,683), Hertfordshire (1,606)

UK Salary

Chief executives and senior officials (SOC4)

UK annual median: £90,000

Chief executives and senior officials (SOC3)

UK annual median: £87,937

East Midlands annual median: (Not enough data for this region)

Top 3 regions: London (£105,753)

UK Prospects

Corporate managers and directors (SOC2)

UK growth: +13.8% from 2017 to 2027, creating 348,866 jobs

Subject Of The Week

French:

Dare To Know:

- Lupin, Around the world in 80 days
- Societal documentaries on issues within the country.
- Intouchables, La Haine

Further French:

- French at University, French mixed with other subjects such as business other languages, history.
- Apprentiships available translation companies.

Exams:
Listening, reading and translation.
Writing exam with essays and translation
Speaking on IRP and one of the 4 studied themes



At French A-Level you will study many current themes in society:

- education
- politics
- families
- music
- festivals

-You will also study the history of the resistance involvement in World War 2.

Also an Independent research project is part of the course in which students can chose anything related to French. Part of the speaking exam revolves around the IRP.

The reason I was inspired to take French is how relative the topics are to current events in society. For example the politics and education topics have COVID linked to the course which is still a recent event.

Harry Gordon-Beeson
4404hago16@toothillschool.co.uk

INVESTIN

The New Year Career Guide

Free-of-charge resource to help your students unleash their career potential

Your complimentary careers resource

THE NEW YEAR CAREER GUIDE



★ Trustpilot 4.9/5 from 1,200+ Trustpilot Reviews

INVESTIN

We are delighted to provide you with our latest resource to help your students unleash their career potential: [The InvestIN New Year Career Guide](#).

The Guide provides exclusive insights on how students can succeed in their careers after school, including advice on how to find the right career, build resilience and use creativity in the workplace.

[Access The Guide](#)

The Guide is suitable for ages 12-18. We kindly ask you to share this email with your students to help them in their career journeys.

At this festive time of year, our minds turn to those children who need our help the most. For each person who accesses our New Year Career Guide, we shall make a donation to UNICEF.

Our Summer Experiences



Students can register for these before December 31st at a 15% early-bird discount using the code SUMMER15.

Our Summer Experiences offer the ultimate, 360-degree experience of professional life for ages 12-18. Students will experience working at top industry sites across London, including immersions in hospitals, courtrooms, skyscrapers, film sets and much more. Students can register now for a career experience like no other!

[Register Now: Ages 15-18](#)

[Register Now: Ages 12-14](#)

ASK APPRENTICESHIP

Welcome to the ASK Newsletter for November 2022.
Please see below the updates for this month.



Higher and Degree listing

The Higher and Degree listing for November 2022 was launched this month, featuring over 300 higher and degree apprenticeship vacancies from over 65 employers across England. To download the listing and to see the accompany resource for teachers, please click [here](#).



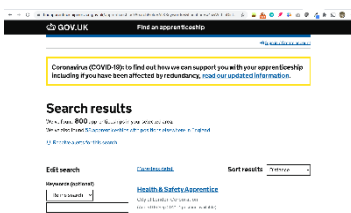
November's Parents and Carers pack

This months' parents and carers pack is all about helping to search and apply for apprenticeships! This editions includes the latest information about apprenticeships, an insight into new Career Starter Apprenticeships and what support is available for Disabled young people. Please [click here](#) to download this months edition.



What are Traineeships?

Traineeships are the perfect way to gain more experience and confidence before progressing onto an apprenticeship. Traineeships are a fully-funded skills development programme that can help to prepare young people for their next steps. To find out more about Traineeships, take a look on the [National Careers Service website](#) or look at our previous and current Parents & Carers packs [here](#).



SIGN UP FOR VACANCY REPORTS

Weekly apprenticeship and traineeship vacancy reports from the DfE are available. The reports show all live vacancies broken down by local authority. Sign up to receive the reports by sending an [email request](#) mentioning the region you require.



Join this fantastic webinar with the Government Economic Service on **Wednesday 7th December** between 3.30pm - 4.30pm to find out more about the economist degree apprenticeship programme and how to prepare for the application process. Suitable for students and parents/carers, click [here](#) to sign up.



Lloyds Bank host Lloyds Careers Live on the first Tuesday of every month. December's session looks at pathways to Uni and apprenticeships, exploring them through the experiences of younger colleagues building their careers. Designed for students and parents, sign up for the session using the QR code or by registering [here](#).

If you have any comments or feedback on the Newsletters please email ffarmer@toothillschool.co.uk and not reply to this email as these Newsletters are sent from a no reply email address.

Thank you