

ST MARGARET'S
SCHOOL

Senior School Careers Policy, Higher Education & Work Experience Protocol

Reviewed and Updated: October 2021

Next review: October 2022

Senior School Careers, Higher Education and Work Experience Protocol

Ethos

A balanced careers curriculum which is responsive to an ever-changing world.

Aims

To provide a balanced careers education that informs and prepares Students for pathways in life.

Policies, Statutory Guidance and Supporting Documents

The following related information is referred to in this policy:

DfE Careers guidance and access for education and training providers, 2021

DfE Work experience and related activities in schools and colleges, 2017

Good Career Guidance website, 2021

Keeping Children Safe In Education (KCSIE), 2021

Predicted Grades Policy, 2021

Sixth Form Handbook, 2021

Terminology

“**Parent**” includes one or both parents, a legal guardian, or educational guardian.

“**School**” means St Margaret’s School.

“**Student**” or “**Students**” means any learner in the School at any age, but references to ‘student’ specifically refers to those in the older year groups Y10-13 where a degree of self-regulation and autonomy is both implied by the word and encouraged by the a schooo.

“**Careers and Higher Education Lead**” is the member of senior staff in charge of careers strategy and implementation.

“**Careers Staff**” is the member of staff who has an additional responsibility to support operationalising of careers in the School.

“**Director of Sixth Form**” is the member of staff also in charge of implementing the higher education strategy in Sixth Form.

Overview of Provision

The Careers and Higher Education Department looks to support and advise Students from Year 7-13. Each Student will aspire to embark on a successful career on leaving education. It is the role of the Careers and Higher Education staff leads in the School to offer guidance to Students in order for them to make reasoned and practical decisions which are based on their potential.

Careers strategy is the responsibility of the Careers and Higher Education Lead. Impartial advice is outsourced to external and impartial providers but is also offered by Form Tutors and Heads of Section.

Careers information is disseminated to these groups in order to ensure that accurate, up-to-date and appropriate information and advice is given.

Students are given information and access to advice at each key decision-making stage in the curriculum, for example, with Year 9 options and GCSE choices, Year 10-11 A Level choices and Sixth Form Higher Education (HE) and post 18 pathways choices.

The School also provides support to those Students who have left School but are making a post qualification application, for example to a University course if they have taken a Gap Year. Please see our Year 14 applications protocol in the Sixth Form Handbook for more information.

The subject of Careers and Higher Education is part of the PSHEE carousel programme Year 7-13 in line with RSE requirements and latest information. Sessions are delivered by a PSHEE teacher, a member of the careers team or Director of Sixth Form. The programme encourages some self-evaluation, such as helping them to identify and reflect on their strengths and foster the development of key transferable skills. Other activities within the programme include practical support for creating a CV and constructive advice in presenting themselves positively for interview and work experience.

Please see **Annex A** for a statement of provision when working with external providers, and long-term plan and overview of topics taught in each year group.

In the Sixth Form, the Director of Sixth Form is responsible for the delivery of the UCAS preparation programme, which occurs as part of the taught university preparation lessons, tutorial programme, assemblies and during enrichment week in the summer term. This programme is reviewed annually in order to improve on past programmes and to respond to the changing needs of the Students. The Director of Sixth Form, Academic Director and Heads of Department take responsibility for predicted A Level grades, more information on which can be found in the Sixth Form Handbook.

Careers and Higher Education Policy

Most Students apply for university via UCAS in the September or October of Year 13 and some make an application to Oxford or Cambridge, Medicine, Veterinary Sciences, Law, Engineering or other competitive courses and institutions. However, some apply overseas, for example CHUK or US colleges and some increasingly favour degree apprenticeships, Gap Years and non-traditional routes into working life.

Information is presented equally and no single route is seen as superior to another. The School supports every Student in their application.

At all stages, Students are encouraged to research their choice of universities carefully, taking into account the nature of the course, style of teaching, the type of institution, distance from home and cost of living.

As part of the school community, the School works closely with the local authority, Parents, employers, Alumni, Governors, Higher Education Institutions and UCAS to provide accurate, up to date and appropriate information and advice.

Provision for Students with Special Educational Needs and Disabilities (SEND)

Staff identify Students with individual needs through liaising with the SENCO. The Careers and Higher Education Lead is also able to access the individual learning plans of these Students.

Careers Interviews

All Students in Year 7-13 will have access to a lunchtime 'drop in' careers advice session supported by an impartial member of careers-trained staff.

Students are interviewed in Year 11 by the Head, Director of Sixth Form, Academic Director or Director of Studies and a Morrisby Careers advisor. During these interviews, they will have a chance to discuss careers impartially but also have an opportunity to discuss their choice of A level subjects in depth with staff who know the Students well, informed by data on their academic performances and personal aptitudes.

We also ensure that an impartial and trained careers advisor is in attendance at one-year group parents' evening each year. Students can book a slot with the careers advisor on request to see this person with their parents or guardians.

Options Advice

It is usually the case that Year 9 Students will be interviewed by a member of academic staff about their options.

During information evenings in Years 10-11 they attend at least two subject group meetings and taster days with Heads of Departments to receive advice and ask questions. This is to ensure that the advice heard by all Students is consistent and coherent. They are also encouraged to talk to their subject teachers, Heads of Departments and Form Tutors.

Work Experience

Work experience is discussed during Year 9, 10 and 11 PSHEE. Many aspects are covered, such as constructing CVs, being prepared for interview, how to make the most of the experience and reflecting on skills and practice.

In Year 9 it is usually the case that the school will designate a 'Take your son/daughter to work' day.

In Year 10 students are encouraged to spend one or two weeks in the summer term on a work experience placement.

Students in Year 11 are encouraged to spend one or two weeks after their GCSE exams on a work experience placement. Many have contacts through their Parents and arrange this privately, however the Careers and Higher Education Lead can help if necessary.

In Year 12, students are encouraged to tailor their work experience towards next steps and HE or careers plans. Many will take two or more weeks, or undertake experience across the course of this year -for example if they are applying for Medicine- to demonstrate the consistency and commitment needed in order to make a successful application.

Students are also encouraged to undertake voluntary work or experience university taster days. Any of these experiences will be beneficial to them and boost their skillset. The relevant Head of Year or Careers and Higher Education Lead can also provide a reference from the School if it is necessary for the placement.

For placements arranged through the students/outside of school, there is no specific checking of establishments and no formal procedure involving risk assessment/insurance etc.

From time to time the School may be more involved in providing arrangements and in these instances students and parents and in these instances, parents and students should refer to our separate **work experience policy**.

Guest Speakers

A variety of guest speakers are invited throughout the year. Speakers include parents, alumni and contacts from all sectors of work and various University departments.

Some events are held remotely, for example the half termly, optional '20 minutes in conversation with...' series which is hosted by Prefects with Student questions submitted in advance, and there are face to face arranged events in school. Year 12-13 also welcome careers-related speakers into weekly timetabled general studies talks. In the last year, guests have spoken on topics such as aeronautical engineering, cybersecurity, theatre management and medicine to name but a few.

All Students in Year 12/13 have the opportunity to attend networking events such as alumni panels, society led talks, university fairs and speaker visits. Departments and club leaders may also invite in alumni or industry professionals to see more specific groups or year groups of students, all with the aim of informing about options, pathways, experiences and raising aspirations.

Curriculum Programmes

All Students have access to weekly drop-in advice sessions, one to one from trained careers advisors. Every Student takes part in events during national careers week and at various stages will have encounters with external employers, careers workshops or trips depending on their age and stage. Beyond this our taught programme is as follows:

Year 7-8 careers programme takes place on a carousel and is led by PSHEE teachers, but complemented by form time sessions. The activities focus on the information and skills that will be needed for careers of the future. Students will be introduced to our online information platform, Start+ and Students are encouraged to perform research into areas and topics discussed during PSHEE.

The Year 9-12 careers programme is delivered via a carousel in PSHEE for all Students in the year group. This is run by PSHEE teachers, form tutors, Director of Sixth Form and members of staff attached to careers. Activities focus on employability skills and looking towards post 16 and post 18 options. In Year 10/11 as part of the programme, Students use

the Morrisby careers profiling software, which is then followed up with individual advice based on the results. An options booklet for Sixth Form is disseminated and this contains key advice about consequences on vocational pathways through academic choices.

All Students Year 7-13 are invited to attend the annual higher education and careers fair which offers an array of voices from different backgrounds, careers, pathways and university choices. The aim is to give a broad flavour of options, advice and fuel aspirations. There will also be additional workshops, celebration of National Careers Week activities and trips across year groups.

Sixth Form Students receive a comprehensive programme throughout these two years to prepare them fully for life after School. This starts in the autumn term of Year 12, with individual advice and presentations on choices available to them after A Levels. Several guides are given out just before the Higher Education evening for parents and enrichment week, which outlines the programme for the coming year and the support given to the Students.

In Sixth Form, comprehensive support is given for UCAS and support plus tutorial sessions are also offered for apprenticeships, overseas universities (including the US), Gap Years and entry level jobs.

Resources

In addition to RSE resources and signposting of reliable external and online sources of information, the School offers materials held in the Library and the Sixth Form Centre. Heads of KS4-5 Year groups also hold careers relevant books, leaflets and information for use and distribution. Key information will also be communicated to parents through letters and parents' evenings.

Year 7-9 has access to an online programme called Start+ which is a research and information database used in conjunction with RSE careers lessons and tutor period.

Year 10-11 will be introduced to the Morrisby website should they sign up for the online aptitude assessments and report, and also key sites such as NCS.

Year 12-13 will use Unifrog as an integral part of their research and activities programme, University Preparation Lessons and in addition to UCAS and other key resources.

Gatsby Benchmarks

The Gatsby Benchmarks have been identified as criteria for the School to work towards in order to sustain a successful Careers Programme. The benchmarks identified below are not comprehensive but offer an indication of how the School meets them.

1. A Stable Careers Programme

- Planned, relevant and up to date lessons in Year 7-12
- Specialist careers programme within the PSHEE curriculum
- Careers talks across a range of professions for Year 7-13
- Planned events and talks annually for National Careers Week
- Careers trips planned annually

2. Learning from Career and Labour Market Information

- Careers staff training up to date and relevant information cascaded
- Careers and Higher Education Lead to stay up to date with local and national LMI, delivering updates in talks across the year and updating careers resources as necessary

3. Addressing the Needs of Each Student

- Students with individual needs are included and specifically catered for
- Individual advice is available to Year 7-13 as drop-in support one lunchtime per week
- Every Year 11 Student has a careers interview from a trained and impartial careers advisor
- The School provides guidance on, and supports entry to, higher education in the United States and other overseas universities, vocational courses in and out of higher education, Gap Years, apprenticeships and entry level jobs

4. Linking Curriculum Learning to Careers

- Dedicated time in the curriculum is given to careers Year 7-12
- Careers activities start from Year 7
- Opportunities in lessons, form time and co-curricular clubs taken to link to careers
- Workshop activities and trips during term time linked to careers

5. Encounters with Employers and Employees

- Work experience opportunities and support for Year 9-13
- Gap Student, summer camp and Junior School support assistant opportunities for Sixth Form school leavers
- Networking events and opportunities for a variety of year groups
- Specialist talks, virtually and face to face
- Careers and higher education weeks and one-off events

6. Experience of Workplaces

- Work experience for Year 9-13
- Trips for different year groups Year 9-13
- Summer camp and Junior School after school club opportunities Year 12-13
- Volunteering programme opportunities for Year 10-13

7. Encounters with Further and HE

- Higher Education and Careers Fair
- Alumni panels and networking events
- Enrichment week
- Oxbridge College trip
- University visits

8. Personal Guidance

- The Careers and Higher Education Lead is available for one to one meetings upon request
- Drop-in lunchtime careers advice with an impartial and trained careers advisor
- Parents' evening appointments available upon request for each year group once per year

- All Year 11 have a careers interview with a trained and impartial careers advisor
- Year 9 and 11 have at least one options talk with guidance from staff
- Form tutors and heads of year offer guidance as part of their work in the tutorial programme

Personnel

Charlotte Harrison, Careers and Higher Education Lead

Charlotte Harrison, Director of Sixth Form

Afrin Shohid, Careers Assistant

Janet Kilsby, Impartial Careers Advisor

Catharine Jessop, Oxbridge Coordinator

David Anderson and Fiona Ratnaraj, Biomedical Coordinators

Conrad Cohen, US Universities Advisor

Annex A

Policy Statement on Provider Access

St Margaret's School Careers and Provider Access Policy Statement

Introduction

This policy statement sets out the School's arrangements for managing the access of providers to Students at the School for the purpose of giving them information about the provider's education or training offer.

All Students in Year 7-13 may have an opportunity to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests Procedure

A provider wishing to request access should contact C. Harrison, Director of Sixth Form and Careers and Higher Education Lead: c.harrison@stmargarets-school.org.uk

Opportunities for access

A number of events, integrated into the School careers programme, may offer providers an opportunity to come into school to speak to Students or their parents or carers. If parents, alumni or visitors to the School wish to contribute please do contact the School: schooloffice@stmargarets-school.org.uk

Careers Programme

Below is a typical careers programme delivered annually. Additions and amendments will occur from time to time:

	Autumn Term	Spring Term	Summer Term
Year 7	Year 7 PSHEE lessons 20 minutes with... webinar Q+A discussion with someone from industry Drop-in sessions- careers advisor	Year 7 PSHEE lessons Invitation to the higher education and careers event National Careers week talk covering options post 16, LMI and	Year 7 PSHEE lessons Careers related event involving an encounter with an external employer 20 minutes with... webinar Q+A discussion with someone from industry Drop-in sessions- careers advisor

		<p>national/regional information</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p>	
Year 8	<p>Year 8 PSHEE lessons</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p> <p>Introduction to Start+ in PSHE and form time</p>	<p>Year 8 PSHEE lessons</p> <p>Invitation to the higher education and careers event</p> <p>National Careers week talk covering options post 16, LMI and national/regional information</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p>	<p>Year 8 PSHEE lessons</p> <p>Careers related event involving an encounter with an external employer</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p>
Year 9	<p>Year 9 PSHEE lessons</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p>	<p>Year 9 PSHEE lessons</p> <p>Invitation to the higher education and careers event</p> <p>Post 16 and 18 pathways talk</p> <p>Options talk</p> <p>Pop up Sixth Form</p> <p>National Careers week talk covering options post 16, LMI and national/regional information</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p>	<p>Year 9 PSHEE lessons</p> <p>Careers related trip involving an encounter with an external employer</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Take your son and daughter to work day</p> <p>Drop-in sessions-careers advisor</p>
Year 10	<p>Year 10 PSHEE lessons</p>	<p>Year 10 PSHEE lessons</p>	<p>Year 10 PSHEE lessons</p> <p>CV writing</p>

	<p>20 minutes with... webinar Q+A discussion with someone from industry Drop-in sessions- careers advisor CV writing</p>	<p>Invitation to the higher education and careers event Options talk Work experience talk National Careers week talk covering options post 16, LMI and national/regional information 20 minutes with... webinar Q+A discussion with someone from industry Drop-in sessions- careers advisor Introduction to Sixth Form events Invitation to Biomedical, Oxbridge and Law societies talks Invitation to US universities talks CV writing</p>	<p>Work experience Morrisby online assessments [optional]</p>
Year 11	<p>Year 11 PSHEE Lessons 20 minutes with... webinar Q+A discussion with someone from industry Drop-in sessions- careers advisor Work experience reflections Morrisby interviews Careers interviews</p>	<p>Year 11 PSHEE Lessons Invitation to the higher education and careers event Options talk Work experience talk National Careers week talk covering options post 16, LMI and national/regional information 20 minutes with... webinar Q+A discussion with someone from industry Drop-in sessions- careers advisor NCS assembly</p>	<p>Year 11 PSHEE lessons Work experience</p>

Year 12/13	<p>General Studies talks from employers in industry and on careers topics</p> <p>UPL lessons-focusing on all pathways</p> <p>Unifrog research</p> <p>Apprenticeships talk</p> <p>Overseas universities talk</p> <p>Gap Years talk</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop-in sessions-careers advisor</p> <p>Invitation to Biomedical, Oxbridge and Law societies talks</p> <p>Invitation to US universities talks</p> <p>Year 13: this plus interview practice with external providers</p>	<p>General Studies talks from employers in industry and on careers topics</p> <p>UPL lessons-focusing on all pathways</p> <p>Invitation to the higher education and careers event</p> <p>National Careers week talk covering options post 16, LMI and national/regional information</p> <p>Work experience talk</p>	<p>Year 12: enrichment week covering encounters with employers, CV writing, Gap Years, personal branding, HE education, visits to universities/apprenticeship providers, apprenticeship selection workshops and interview practice</p> <p>Work experience</p> <p>Year 13: this plus a leavers' programme of events covering vocational and RSE aspects to support leavers.</p>
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Please speak to the Careers and Higher Education Lead to identify the most suitable opportunity for you.

Premises and facilities

The School may make the main hall, classrooms or private meeting rooms available for discussions between the provider and Students, as appropriate to the activity.

The School will also make available AV and other specialist equipment to support provider presentations. This may be discussed and agreed in advance of the visit with the Careers and Higher Education Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Library or the Sixth Form Centre, managed by the Careers and Higher Education Lead.

The Library is available to all Students at lunch and break times. The Sixth Form Centre is open to all Students in Years 12 and 13.

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Senior School Careers Policy

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Next review October 2022

St Margaret's School Careers and Provider Access Policy

Introduction

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Student entitlement

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	Drop in sessions- careers advisor	LMI and national/regional information 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor	Drop in sessions- careers advisor
Year 8	Year 8 PSHE lessons 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor Introduction to Start+ in PSHE and form time	Year 8 PSHE lessons Invitation to the higher education and careers event National Careers week talk covering options post 16, LMI and national/regional information 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor	Year 8 PSHE lessons Careers related event involving an encounter with an external employer 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor
Year 9	Year 9 PSHE Lessons 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor	Year 9 PSHE Lessons Invitation to the higher education and careers event Post 16 and 18 pathways talk Options talk Pop up Sixth Form National Careers week talk covering options post 16, LMI and national/regional information 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor	Year 9 PSHE lessons Careers related trip involving an encounter with an external employer 20 minutes with... webinar Q+A discussion with someone from industry Take your son and daughter to work day Drop in sessions- careers advisor

Year 10	<p>Year 10 PSHE Lessons</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop in sessions-careers advisor</p> <p>CV writing</p>	<p>Year 10 PSHE Lessons</p> <p>Invitation to the higher education and careers event</p> <p>Options talk</p> <p>Work experience talk</p> <p>National Careers week talk covering options post 16, LMI and national/regional information</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop in sessions-careers advisor</p> <p>Introduction to Sixth Form events</p> <p>Invitation to Biomedical, Oxbridge and Law societies talks</p> <p>Invitation to US universities talks</p> <p>CV writing</p>	<p>Year 10 PSHE lessons</p> <p>CV writing</p> <p>Work experience</p> <p>Morrisby online assessments [optional]</p>
Year 11	<p>Year 11 PSHE Lessons</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop in sessions-careers advisor</p> <p>Work experience reflections</p> <p>Morrisby interviews</p> <p>Careers interviews</p>	<p>Year 11 PSHE Lessons</p> <p>Invitation to the higher education and careers event</p> <p>Options talk</p> <p>Work experience talk</p> <p>National Careers week talk covering options post 16, LMI and national/regional information</p> <p>20 minutes with... webinar Q+A discussion with someone from industry</p> <p>Drop in sessions-careers advisor</p>	<p>Year 11 PSHE lessons</p> <p>Work experience</p>

		NCS assembly	
Year 12/13	General Studies talks from employers in industry and on careers topics UPL lessons- focusing on all pathways Unifrog research Apprenticeships talk Overseas universities talk Gap Years Talk 20 minutes with... webinar Q+A discussion with someone from industry Drop in sessions- careers advisor Invitation to Biomedical, Oxbridge and Law societies talks Invitation to US universities talks Year 13: this plus interview practice with external providers	General Studies talks from employers in industry and on careers topics UPL lessons- focusing on all pathways Invitation to the higher education and careers event National Careers week talk covering options post 16, LMI and national/regional information Work experience talk	Year 12: enrichment week covering encounters with employers, CV writing, gap Years, personal branding, HE education, visits to universities/apprenticeship providers, apprenticeship selection workshops and interview practice Work experience Year 13: this plus a leavers' programme of events covering vocational and SRE aspects to support leavers.

Please speak to the Careers Lead to identify the most suitable opportunity for you.

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

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