



Careers Policy 2021-2022

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**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

Policy and Strategy

Related Policies

PSHE, Counselling and Mentoring Policy (Section C Pastoral Care No 4)

Aims

- To provide guidance for our pupils so that they and their parents can make informed choices at the key point of transition as advised by the Good Career Guidance Report (Gatsby, 2014)
- To provide, when appropriate and possible, practical experience of the world of work.

Methods and Responsibilities

Careers at KS3

Methods

At KS3 careers advice is focused on making appropriate GCSE choices for Year 10. It is important that pupils and their parents are aware of the long-term consequences of the choices which are made now and have the appropriate information made available to assist in these choices.

To help with this process the following is done;

- Lessons in form time from Year 7 to Year 9 to help inform students of the importance of careers
- An information booklet is produced and issued to all pupils. This contains details both of the subjects which are offered at GCSE, but also guidance on decision making
- An information evening is held for all members of Year 9 and their parents. During this evening the nature of GCSE is outlined, the consequences of choices explained, and each academic department (including the Core Subjects) is available to discuss their subject and where it might lead.
- The pupils' choices are then discussed throughout the second part of the Spring Term. The general advice which is given is that choices should be kept as broad as possible.
- Pupils will have personal interviews with the Careers Co-ordinator, form tutors or Senior Teacher prior to making their GCSE choices where their options will be discussed and they will be offered guidance.
- Sessions are run with the Careers Co-ordinator and the Deputy Head Academic to introduce the process of subject selection and to highlight the chain of events leading to post-compulsory school choices and pathways.

Responsibilities

- Heads of Department, in conjunction with the appropriate members of the Leadership Group, produce the information booklet
- The Head and Deputy Head Academic is responsible for the organisation and delivery of the information evening
- Form Tutors are responsible for the follow up discussions. The Head, Deputy Head Academic and Careers Co-ordinator are also available for consultation.
- Careers Coordinator is responsible for pre-GCSE choice interviews and formation of Year 7- 9 Careers PSHE program

Careers at KS4

Methods

At KS4 the emphasis is on where to study post-16, and how to make informed choices about what to study. Pupils and parents are given information about the advantages and disadvantages of transferring between schools, colleges and sectors post-16 and also the consequences of subject choices.

- A special information booklet is produced which outlines the choices which have to be made, and where the subjects might lead in terms of careers.
- An information evening is held early in the Autumn Term of Year 11 during which the alternatives in terms of provision and subjects are outlined. In addition, all academic departments are represented and available for discussion about the nature, content and potential of their subjects
- Form Tutors and the Careers Coordinator are available throughout the process to provide further information
- The Head meets with every Year 11 pupil and their parents post-Mock for an extended interview which covers not only their examination performance and how to improve it, but also short and long term subject and, where relevant, career paths
- The Careers Coordinator will meet with all students to discuss their post-GCSE options during form time.
- Computer-assisted careers tests are available for all year 11 pupils and they will also create a record of possible choices which will be discussed at the end of the year with the Careers Coordinator and Form Tutors.

Responsibilities

- Heads of Department and the relevant Senior teachers have responsibility for producing the information booklet
- The Head has responsibility for the organisation and delivery of the information evening
- Form Staff, Careers Coordinator, Deputy Head Academic and the Head are all available to provide help and information during the decision-making process
- The Careers Coordinator will be responsible for creating a PSHE program, meeting students to discuss their post-GCSE options and their records of progress.

Careers at KS5

The emphasis here is on the selection of Higher Education destinations and courses, as well as alternative pathways into employment, apprenticeships or Further Education and technical training. Members of the VIth Form are also encouraged to sample the world of work through an extended Work Experience Placement. They are encouraged to take responsibility for their own research and organisation with recognition of their growing maturity. They may take further online careers tests if they so wish.

- There is an information evening for pupils and their parents at the end of LVIIth to outline what comes next in terms of applications to Higher Education or employment (This is dependent on COVID, and may take place online)
- Outside speakers, such as those who are promoting GAP Years and Voluntary Service come in to school or are available online to make presentations to the VIth Form
- Members of the LVIIth complete a Work Experience Placement of one week at the end of the Summer Term, depending on government guidance for COVID. They are responsible for organising this themselves, although the Head of VIth Form and Careers Coordinator also have input into this area, both in terms of selection of placements and also Health and Safety issues.
- Whilst on Work Experience the girls are visited by Staff to allow a rigorous reflection process
- LVIIth and UVIIth girls are encouraged to visit university or college open days and are provided with access to these and the relevant prospectus materials
- The School provides extensive support for university and college applications throughout the first part of the Autumn Term of UVIIth
- VIth Forms may take online careers tests if they wish, and have follow-up interviews in relation to their findings with the Careers Coordinator
- Senior Staff and the Careers Coordinator are always available to discuss careers options with the girls and/or their parents

Responsibilities

- The Head, Deputy Head Academic and Head of Sixth Form are responsible for the arrangement and delivery of the information evening
- The Careers Coordinator and Head of Sixth Form work together to arrange visiting speakers, the support for applications, careers testing and the management of the applications process.
- Senior Staff and the Careers Coordinator are responsible for being available for discussions with parents and pupils.
- The Careers Coordinator will be responsible for guiding girls in organising Work Experience placements

Careers across the School

Methods

In addition to the relevant focus at each key stage the school will provide support to pupils in the following ways:

- Inviting relevant speakers to give insight into a range of careers (Provision for online engagement until further notice)
- Encouraging extra curricular activity through clubs inside and outside of school (In accordance with government guidance)
- Providing volunteering opportunities through the WE Day programme and Faith In Action to gain experience
- Offering “Careers Clinic” times where all students can arrange an appointment to discuss concerns regarding careers options with the Careers Coordinator.
- Providing up to date literature and resources through the careers hub in the sixth form careers area and the sixth form common room.
- Careers Coordinator to organise activities and speakers for all year groups during the annual Careers Week in the Spring Term.

Record Keeping

Records regarding individual careers education will be kept at the following stages.

- Minutes kept from “Careers Clinic” interviews to be kept by Careers Coordinator
- “Careers Interviews” forms to be filled in and kept by form tutors in Year 9 and Year 11. Copies will be forwarded to the Careers Coordinator.
- PSHE workbooks to be allocated and stored electronically on Google Classroom. Form tutors, PSHE Senior Teacher and Careers Coordinator to monitor work completed.
- All Work Experience consent and employer paperwork (including Feedback form, Health and Safety and Safeguarding agreements) to be kept by Careers Coordinator.