



St Paul's School

FOUNDED 1509

Careers Policy

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to the policyquery@stpaulsschool.org.uk.

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1. Introduction and Policy Statement

- 1.1 St Paul's School is committed to providing an outstanding and extensive Careers Education, Information and Guidance programme for all pupils.
- 1.2 The policy is reviewed and developed annually through discussions with pupils, teachers, careers advisors, parents and Old Paulines. It is guided by the 'Gatsby' benchmarks to ensure best practice and to conform to statutory requirements.
- 1.3 This policy supplements and should be read alongside:
- SPS Curriculum Policy
 - SPS PSHE and Citizenship Policy
 - SPS SMSC Policy

2. Context

- 2.1 From September 2013, the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance.
- 2.2 Careers guidance under this duty will:
- be presented in an impartial manner
 - include information on the full range of post-16 education or training options,
 - promote the best interests of the pupils to whom it is given
- 2.3 In October 2018, the DfE also updated its statutory careers guidance in line with the Government's careers strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience. The government also expects Governing Boards to ensure that the schools careers strategy is developed in line with the Gatsby Benchmarks and informed by the requirements set out in statutory guidance.

The careers strategy can be read online at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

The statutory guidance for school is available at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf

- 2.4 **The 'Gatsby' Benchmarks** – St Paul's School uses the Gatsby Benchmarks to guide the Careers Provision because they are judged to be a best practice system for career guidance. <https://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

2.5 Baker clause – Schools and academies must give education and training providers the opportunity to talk to pupils in years 8 to 13 about approved technical two qualifications and apprenticeships from 2nd January 2018. The DfE has issued two guidance documents: *Technical education and apprenticeships: raising awareness in schools* and *Example policy statement on provider access*, which sets out what schools need to have in place to meet the requirements of the amendment to the Technical and Further Education Act.

3. Aims and Objectives

3.1 The aim of the Careers programme is to provide impartial, extensive and current career and labour market information to all pupils to allow them to make informed decisions about their future.

3.2 Objectives of the SPS careers provision:

- 3.2.1 To provide an outstanding careers programme for every student
- 3.2.2 To enable all students to learn from careers and labour market leaders
- 3.2.3 To ensure the programme is addressing the need of each pupil
- 3.2.4 To link curriculum learning to careers
- 3.2.5 To provide opportunities for encounters with employers and employees
- 3.2.6 To provide opportunities for experiences of work places
- 3.2.7 To provide opportunities for encounters with further and higher education
- 3.2.8 To ensure every student has personal guidance on careers

3.3 The provision is structured around the model of ‘Explore, develop, prepare, connect, inspire’. See *Appendix 1*.

4. Provision Overview vs. Gatsby Benchmarks

This section provides an overview of the St Paul’s Career provision against the ‘Gatsby’ benchmarks.

4.1 Benchmark 1: A stable careers programme

- People:
 - The Head of Careers is responsible for leading and developing the careers programme and is line managed by the Surmaster.
 - The Director of Careers and Universities oversees the careers programme and is responsible for universities information and guidance. Also line-managed by the Surmaster.
 - The Careers and Universities Officer supports and helps manage the careers and universities programmes.
 - There are a team of 23 Careers Advisors, who report into the Head of Careers, and are responsible for completing careers interviews and reports for all Sixth Form students.
- The careers programme, Appendix 1, is published on the school’s website.

- The careers programme is evaluated and revised annually through formal and informal feedback by the leadership team, teachers, careers advisors, students, parents and Old Paulines and audited against best practice.
- MyFuture software, used to prepare careers reports for Sixth Form, is available for the students until they turn 23.

4.2 Learning from careers and labour market leaders

- Local Market Information is dispersed through the Careers and Universities bulletin which is circulated to pupils, teachers and parents at least half-termly.
- Careers Advisors provide independent, one-to-one careers guidance to individual students and the outcomes are shared via a careers report with tutors and parents.
- All students receive a copy of the Careers Directory and taught how to use it for their independent research.
- Parents are contacted to provide information on specific careers events such as; CV workshops, Mock interview opportunities, Apprenticeship information.
- Lower Eighth/Upper Eighth have the opportunity to attend industry specific network evenings and engage and learn from market leaders.

4.3 Addressing the needs of each pupil

- The Careers Advisors are trained on providing one-to-one careers guidance to each pupil, in an impartial manner whilst challenging stereotypical thinking on career pathways.
- A careers report is written by the careers advisors which outlines discussions from the careers interviews and agreed next steps. Reports are then shared with tutors and parents.
- Results from the MyFuture careers interests' questionnaire can be accessed online until the age of 23.
- Information and guidance given to students about university alternatives such as apprenticeships and technical qualifications.
- Opportunities for students to be mentored by industry leaders through SPS Connect.

4.4 Linking curriculum learning to careers

- Employability skills embedded into lessons in every year group, such as:
 - Teamwork (through paired and group exercises/projects)
 - Analysis, numeracy and problem-solving (through creative, scientific, mathematical and analytical tasks, group activities)
 - Organisation (through accountability for punctuality, prompt completion and submission of work, meeting deadlines and taking on leadership and team roles in groups)
 - Communication and Literacy (through practising language skills orally and in writing, sharing opinions and knowledge in class discussions and group work, giving presentations and writing essays)
 - Self-awareness (through feedback from peers and oral and written feedback and reports from tutors and teachers)
- Enterprise skills developed by Fifth Form Enterprise Day, Sixth Form Entrepreneurship Course which all students participate in.

- All students in Lower Eighth attend a Universities Week and complete a CV Writing Workshop.
- PSHE and Citizenship curriculum includes a personal finance course.

4.5 Encounters with employers and employees

- All students will;
 - receive information on opportunities of mentoring, workplace visits, work experience, work shadowing, enterprise activities and employer talks and higher education presentations through the Careers and Universities Bulletin, specific school societies and year group wide talks.
 - attend a careers fair.
 - attend a universities fair.
 - participate in a 'speed interviewing' event.
 - have the opportunity to speak to an Army representative, should they wish.
 - have a one-to-one careers interview and report before they choose their A-Level options.

4.6 Experiences of workplaces

- All students will have access to information on work experience opportunities and application guidance.

4.7 Encounters with further and higher education

- All students will receive information and guidance on universities, and university alternatives, such as apprenticeships in Lower Eighth.
- All students will attend:
 - A careers fair
 - Universities fair
 - Universities week

4.8 Personal guidance

- All students assigned a careers advisor.
- All students assigned a universities advisor.
- All students will have a one-to-one careers interview and report which is shared with their tutor and parents.
- All students in Lower and Upper Eighth will have the opportunity to have a mentor via SPS Connect.

5. Careers programme overview by year group

5.1 All year groups

- Careers information and employability skills embedded into our curriculum
- Specific societies & speakers
- Trips & visits
- Biennial Careers Fair
- Work Experience opportunities and application support

- Super-curricular competitions and events (e.g. YE)
- Careers & Universities Bulletin
- Army liaison visit

5.2 Fourth Form

- 'Get Creative Week'

5.3 Fifth Form

- 'Get Creative Week'
- Complete the Careers Interests' Questionnaire
- Enterprise Day
- 'Speed networking' event

5.4 Sixth Form

- One-to-one careers interviews and report
- A-Level choice evening
- Two-week entrepreneurship programme

5.5 Lower Eighth

- CV Writing Workshop
- Mock interview opportunity
- Aptitude test practice
- Mock assessment centre
- Voluntary Service games-half opportunity
- Academic Enrichment programme (Friday afternoon rotation programme)
- Universities Week
- Apprenticeship information seminar
- Industry Network evenings with Old Paulines
- Opportunity to join SPS Connect

5.6 Upper Eighth

- Apprenticeship information seminar
- Industry Network evenings with Old Pauline's
- Opportunity to join SPS Connect

5.7 Post – Upper Eighth

- Opportunity to join SPS Connect to network with and mentor other alumni, parents, pupils.

6. Equal Opportunities

6.1 St Paul's is committed to ensuring that the careers provision is relevant to our pupils, and appropriate to ability, social and cultural background, religion, sexual orientation, as well as physical and emotional needs.

7. Monitoring the Success of the Careers Provision

7.1 Pupils are offered the opportunity to give formal feedback on all Careers seminars (e.g. Lower Eighth CV Workshop, Sixth Form Interests Questionnaire) through anonymous surveying. This data is reviewed annually by the Head of Careers. Additionally, the School will consider the impact of Careers in the annual pupil satisfaction surveys.

7.2 Qualitative feedback will also be sought using established pupil voice mechanisms (e.g. the Student Council) and consultation with members of staff (e.g. Careers Advisors).

