

The Careers and Higher Education Policy

Philosophy

To ensure that every student is prepared for life in modern Britain, each student is helped to develop an increasing understanding of the world of work and knowledge of Higher Education (HE) paths, apprenticeships and careers likely to suit individual talents and skills. Through a programme of careers guidance from Year 8, students should develop high aspirations and consider a broad and ambitious range of careers, in line with the advice given in *"Careers guidance and inspiration in Schools"* Department of Education, April 2017.

Aims

The School works on initiatives to raise motivation and achievement and to implement progression plans for university, apprenticeship and/or career choice. This is supported by providing access to a range of activities including employer talks, careers fairs, motivational speakers, university visits and a mentoring programme.

Each student is encouraged to make subject choices in line with their personal strengths and enthusiasms but within a context of specific requirements made by the more prescriptive career paths.

Management

The Headmistress and governors have overall responsibility for Careers Information, Advice and Guidance (CIAG) and the HE programme.

The Head of Sixth Form and Higher Education has direct responsibility for Higher Education and line manages the Head of Careers and Professional Guidance. The Head of Careers and Professional Guidance has direct responsibility for the Careers and Work Experience Assistant.

All members of the department are in consultation with tutors and the relevant Heads of Section.

Staffing/resources

The Careers and Work Experience Assistant is responsible for all aspects of the work experience programme throughout the school (see separate policy).

The Careers, Higher Education and Work Experience Department is housed within purpose-built accommodation in the Jean Duffield Library. The open access careers library is stocked with up-to-date information on career choice, HE, apprenticeships and alternatives to HE, gap year information and has ICT with relevant software and internet access.

The level of funding is determined by looking at the requirements for the forthcoming year, reviewing the spending of the previous year.

Partners

Parents and alumnae contribute to the careers programme by participating in different careers events including a careers convention (in conjunction with two other local schools), HE events, practice interviews for U6 and taking work experience students. All parents are asked to complete a Careers Assistance Form to maintain up to date information.

The development of greater contact and support from St Helen's Old Girls is actively encouraged. A mentoring scheme (The Kate Scheme) has been set up to link U6 girls to old girls in different careers.

The local further education (FE) college, various universities and a guidance counsellor from Adviza all contribute to the programme.

The work experience programme is supported by a wide range of local and national employers.

Curriculum

Careers education starts in Year 8 and is carried through to Sixth Form. Within this curriculum, students assess their interests, their strengths and weaknesses, the requirements for entering different professions and their options choices for GCSE and A-level. The curriculum is informed by the Framework for Careers, Employability and Enterprise Education developed by the Career Development Institute.

Students are prepared for their work experience placements, with the option for all Year 11 students to participate in at least one week of work experience. Sixth Form students are encouraged to gain further work experience.

In the Sixth Form there is a Higher Education evening for students and parents; alumni come into school to discuss their university/apprenticeship and gap year experiences and questionnaires are held in the careers library giving feedback from past students on their university courses and institutions.

All students are interviewed individually by a member of the Careers and HE team in Year 11 and Lower Sixth.

The careers library is open throughout each school day so that there is always access to the information contained therein. Guidance and information on using the resources within the careers library is given to students in Year 9, 10 and Lower Sixth.

Morrisby Psychometric testing and a follow up interview is offered to all students in Year 10.

Students with disabilities

Careers and Higher Education information for disabled students is held in the Education section of the library. The Library is located on the ground floor of the Duffield library and offers ease of access.

Monitoring, Reviewing and Evaluation

Students are asked to evaluate their careers lessons and the HE programme. On the basis of their evaluations and that of the staff involved in delivering the programme, the scheme of work and lesson plans are reviewed on an annual basis.

The schemes of work are reviewed in the light of any new government initiatives.

The work experience placements, Careers Convention and HE events are also reviewed and evaluated on an annual basis.

The Careers and HE Department reports annually to governors.

Policy last reviewed

Next review due

Person responsible for review

Audience

Michaelmas 2017

Lent 2019

Head of Sixth Form

Staff/parents