



# **Pate's Grammar School Policy**

## **Careers policy**

**Approved by:** Full Governing Board **Date:** Nov 2023

**Next review due by:** Nov 2024

## Rationale

This policy covers our school's approach to Careers Education, Information and Guidance, it was developed in response to the ['Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff'](#) document produced by the DfE 2018.

## Guiding Principles

Our students are encouraged to be happy, independent and curious, resilient, creative and enquiring. It is these skills that set Pate's students apart and that facilitate access to the very best opportunities both here in the U.K. and abroad.

Our extra and super curricular offerings, and our House System enable the development of a wide range of employability skills that are essential, even more-so in a post-Covid-19 labour market, for Pate's students to 'Shape the future'. As a school, we recognise the importance of helping each individual to 'be the me I choose to be'; our careers programme sets out to offer impartial, informative advice and guidance.

*At Pate's we believe that Careers Education should:*

- Be an integral part of the learning process, beginning when students first join us, and continuing into adult life.
- Be an entitlement and accessible for all young people.
- Prepare students for a changing, and sometimes challenging, labour market.
- Encourage students and teachers to share and discuss opportunities available in Higher Education and in the work place. Over the last 6 years, there has been an increase in the number of pathways open to students post-16 and post-18. We recognise that these routes can be competitive and that students opting for each pathway require the same level of support, information and guidance to succeed.
- Recognise that parents play a key role in encouraging and supporting their children and young adults to make important decisions at transition times, such as Year 9 GCSE Options; post-16 route selection and A level choices; and Post-18 University or alternative pathway selection. We aim to work in partnership with parents and students, to ensure that they are fully informed about the content of our careers programmes that support these transitions, and of the resources available that inform them.
- Recognise the valuable input that our wider community offers and we aim to work in partnership with local and national businesses to broaden the understanding that our students have of the skills needed and opportunities available to them in their life beyond Pate's.

## Aims

Our careers programme aims to use the Gatsby Charitable Foundation's Benchmarks as a measure to develop and improve the careers provision at Pate's. As such we aim to establish:

- A stable careers programme that is known and understood by students, parents, teachers, governors and employers, and is regularly evaluated, with feedback from all stake holders.
- Learning from career and labour market information, ensuring every student, and their parents, have access to good quality information about future study options and labour market opportunities; ensuring that by the age of 14, all pupils will have accessed and used information about career paths and the labour market to inform their own decisions on study options. Parents will be encouraged to access and use information about labour markets and future study options to inform their support to their children.
- A programme that addresses the needs of each student, recognising that students have different career guidance needs at different stages. Opportunities for advice and support will be tailored to the needs of each student and will embed equality and diversity considerations throughout. The programme will actively seek to challenge stereotypical thinking and raise aspirations. We will keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions. All pupils will have access to these records to support their career development. We will aim to collect and maintain accurate data for each pupil on their education, training or employment destinations for at least three years after they leave the school.
- Links between curriculum learning and careers. STEM subject teachers will highlight the relevance of STEM subjects for a wide range of future career paths. Arts subject teachers will highlight the importance of creativity in adapting to changes in the careers landscape; in finding solutions to problems; and in maintaining good health and wellbeing to remain productive. Humanities teachers will highlight the skills gained from their subjects.
- Encounters with employers and employees. It is our intention that every student will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This will take place through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
- Experiences of workplaces. Every student will have the opportunity to have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
- Encounters with further and higher education. Through our careers programme, every student will understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- Personal guidance. Every student will have opportunities for guidance interviews with a career adviser, trained to an appropriate level. Every student will have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

## Organisation and Content of Careers Education

Our nominated **Careers Lead** is Emma Adams-Morgan. Emma is Head of Personal Development and oversees the Year 7-11 careers programme, working closely with our UCAS Adviser and HE expert, Ruth Lucas and the Head of Sixth Form, Chris Nicholas. Emma holds the Level 6 Diploma in Career Guidance and Development qualification. For further information about our careers provision, she can be contacted at [Emma.Adams-Morgan@patesgs.org](mailto:Emma.Adams-Morgan@patesgs.org). Telephone: 01242 523 169.

Pate's students have many opportunities to come into contact with employers and employees: we have a number of visiting speakers who represent a broad range of sectors from STEM through to Politics and Law. Year 11 students have a day work shadowing an employee, and every year 11 student has a one to one mock interview with a volunteer from the work place. Students are made aware of virtual work experience opportunities from year 10 onwards. Year 12 students complete a week of work experience in the Spring Term. These opportunities are communicated via direct emails to students and through the Events & Notices weekly newsletter.

### KS3

#### Year 7

In **PDC** there are a series of lessons in the curriculum. These lessons explore what is meant by 'qualifications', 'skills' and 'qualities', and encourages students to find out about the different routes into a given career. Students are introduced to the careers website '*Unifrog*' and shown how to evidence and record the skills that they develop. They use *Unifrog* to understand the job and labour market information relating to the career they have chosen to research.

#### Year 8

In **PDC** there are a series of lessons intended to build on the research carried out in year 7 and extend student understanding of the range of different careers that fall within one 'family'. They use *Unifrog* to record evidence of skills they have developed.

#### Year 9

In **PDC** lessons have been developed to support our young people when making their GCSE option choices. These lessons encourage students to question the range of reasons that are given for making each subject choice, and to think about the skills each subject offers. Students are introduced to the careers platform, *Unifrog*, to support their research and to explore 'careers' further. They are shown how to fully research each subject and what it could lead on to.

A booklet detailing the course content and exam format for every GCSE subject is provided. Students and parents are invited to an 'Options evening' in early January.

Through the **FLD** programme students have contact with employers and are given the chance to develop employability skills through an enterprise challenge day.

## **KS4**

### **Year 10**

In the **FLD** programme students revisit the online careers platform, Unifrog. Over a number of sessions, they are shown how to build their profile, highlighting key skills and achievements by noting down and describing their experiences and by recording work experience.

There is a session on Employment Law, delivered by the outside agency UFS, to raise understanding of young peoples' rights in the work place.

Every student has a 20-minute one to one careers interview with our Careers Advisor, Mrs Adams-Morgan

### **Year 11**

All students are given a day to work shadow a parent or relative to gain an insight into the world of work and an opportunity to develop employability skills.

In the **FLD** programme in December all students have an introduction to Pate's Sixth form and an opportunity to 'taste' A level subjects. Further A level taster sessions are run in January in **TPM**.

Sessions in the December programme lead students through the process of completing an application form and personal statement such that they understand how to best 'market' themselves. The completed application form and personal statement form the basis of a mock interview with external interviewers; this is held in January.

All students have an 'interview preparation' session before a half hour mock interview. There is a 10-minute feedback session at the end of each interview to allow the interviewers time to highlight the strengths of the application form and interview and to identify areas for development.

Every student has a 30-minute one to one careers interview with our Careers Advisor, Mrs Adams-Morgan

All students are directly emailed when opportunities arise to attend medical workshops run by Gloucestershire NHS or to meet visiting speakers from a variety of work sectors. Open evenings from all FE providers are advertised.

## **Sixth form and Higher Education Advice**

Our Higher Education Adviser is Ruth Lucas. As a member of the Sixth Form team, Ruth works closely with Heads of Year 12 and 13 and Head of Sixth Form, Chris Nicholas. She also liaises regularly with Emma Adams-Morgan, nominated Careers Guidance Lead.

We encourage students to explore all the opportunities open to them after their time at Pate's. We have an extensive **Careers and Higher Education Fair each November** where many leading universities, apprenticeship providers and businesses are represented. We maintain good relationships with Outreach staff from a range of universities. Examples of this include a partnership with the University of Exeter, an annual talk on Scottish

universities from the University of Dundee, regular input and guidance from Dr Joe Organ, Brasenose College, Oxford on Oxford and Cambridge applications, and guidance and a workshop from Brighton & Sussex Medical School.

We regularly welcome Pate's alumni back to deliver talks about their university or degree apprenticeship experiences. Pate's alumni are also invited back to speak to current students and an Alumni network event is part of the November fair.

Talks are delivered to Year 12 students, and parents, by Ruth Lucas and Chris Nicholas with the aim of guiding them through the process of decision-making and application. One-to-one interviews with Ruth Lucas are offered in addition to the wealth of information provided by the Unifrog website. Unifrog provides extensive information about universities and apprenticeships as well as skills, aptitudes and careers.

All students and parents receive regular Higher Education and Careers Digests via the Head of Year message. These collate and share the most up to date opportunities that are available to the students from a wide range of sources.

**Work experience** takes place in Year 12 and students are encouraged to reflect on the skills and experience they develop during this time. Opportunities for university and employer/career taster days, open days, scholarships and essay competitions are publicised via email and notices.

Students are guided through the UCAS process and given help if they choose to make an application to the USA or Europe in addition to their UK application. Information from each subject teacher and form tutor is collated and used to write references in support of applications. Once applications have been submitted, students are offered support in preparing for admissions tests, interviews, and in choosing a firm and insurance UCAS choice. Throughout the application cycle, if any extenuating circumstances arise, this will be communicated to the students' university choices. This is done after discussion and with the agreement of students.

In August, when A level results are published, the Sixth Form team are available at school to guide students through Clearing and Adjustment if this is needed. Students who decide to reapply are fully supported.

### **Monitoring and Evaluation of Careers Education**

It is the responsibility of the Careers Lead and Head of Sixth Form to oversee and organise the monitoring and evaluation of the Careers Education, in the context of the overall school plans for monitoring the quality of teaching and learning. Surveys are used to collect pupil feedback and the resulting data is used to inform the refining and development of each programme, interview or key event. The Governors' Education Committee is responsible for overseeing, reviewing and organising the revision of the Careers Education Policy.

### **Destinations data and student records**

Career interview records are held electronically for each student in Years 10 and 11 in a file in the Staff Area of the school computer system. An Excel summary sheet of these records is kept in the same place for quick reference. These documents are accessible to the Sixth

Form Team, the Senior Leadership Team, and the respective Heads of Year and Form tutors.

The majority of Year 11 students move on to Pate's Sixth Form. In 2023, this was over 90% of the cohort. All students are encouraged and supported to make clear plans for their intended destination post 16, and strongly advised to have a back-up plan in place.

The vast majority of Year 13 students move on to university post 18. Ruth Lucas maintains extensive records of their choices, and subsequent destinations after the A level results. An increasing number of students are securing prestigious Degree Apprenticeships. Some students take a gap year to gain more experiences before moving on to the next stage. All students are positively encouraged to join the Pate's Alumni.

**Agreed by Governors:** November 2023

**Next Review Date:** November 2024