



St Mary's School

CAMBRIDGE

Careers Education & Guidance Policy

Ethos

Mary Ward said, 'I hope in God it will be seen that women in time to come will do much.' A woman ahead of her time, she believed that women had as much to offer as men and that they had the right to education to enable them to discern their vocation. She believed that one could recognise a vocation by reflecting on what we enjoy and makes us feel most fulfilled. She developed her own skills and put them to good use in the community.

St Mary's Careers programme is intended to give students the confidence to consider any walk of life to which they are fitted so that they might 'do much' in their particular calling. St Mary's Work Experience programme is intended to give students opportunities on which they can reflect to help them discern their vocations.

This Policy acknowledges the Statutory Guidance: Careers Guidance and Inspiration in Schools April 2017. The Department adheres to the School's policies in relation to Equal Opportunities and Safeguarding. This policy should be read alongside the Careers Programme.

Rationale and Aims

Young people are faced with a complex set of demands when making themselves ready for their future careers. St Mary's School aims to ensure that our students are self-confident, skilled and career-ready. This will be achieved through a careers programme of high quality activities, advice and guidance. The programme will raise aspirations and challenge stereotypes.

St Mary's School aims to provide accurate and up to date careers information, guidance and education to all students equally. Students receive impartial independent advice to prepare them for the responsibilities and experiences of adult life, to enable them to develop skills to be effective in the modern workplace, to be aware of opportunities, to use careers information and be equipped to make decisions and fulfil their potential.

In House Careers Provision

A programme of careers education is included from Year 5 up to the Sixth Form including a mix of internal and external provision. There is a designated Careers Library in the school's Learning Resource Centre and Sixth Form Centre which are well stocked with up to date Careers information including Apprenticeship and University opportunities.

In Year 6 our Transition Day for moving to the Senior School focuses on the STEM subjects. Students have the opportunity to learn about Astronomy, Meteorology and Computer Programming. As well as exploring these STEM careers, the Head of Careers has a discussion with the students about their own career aspirations.

In Year 9 our main priority is to look at a variety of careers related topics, delivered through lessons from our Head of Careers. Our aim is to give students informed choices about career options in order to fulfil their potential. We take a more in-depth look at what careers the students are interested in and what they may need to do to enter into their field of interest. Support is also given by the whole staff team through the curriculum. We also give pupils many opportunities to grow in their teamwork skills, leadership skills, social skills and to develop their potential through trips and visits.

Year 9 students are offered guidance with their GCSE choices. Assemblies on GCSE subject options take place over a two-week period and focus on the skills required for the GCSE courses and the career opportunities open to those taking each subject. Each Year 9 student with their parents will have an individual guidance interview with a member of the

Senior Leadership Team to discuss her choices and intentions for GCSE and beyond.

In year 11 all students have interviews with the Senior Leadership team and their parents to discuss their next steps and the options available.

In the Sixth Form the Head of Careers supports the work of the Head and Assistant Head of Sixth Form in the Tutorial programme. The Careers staff are readily available during the school day to meet with Sixth Formers by appointment. They are equally accessible to all students throughout the school.

Students also have access to Kudos, a careers programme which enables students to explore different career options, finding out more about specific roles, training, education and themselves as they developed a personalised careers plan. Kudos helps students understand which careers might best suit them by undertaking a quiz which looks at their likes and dislikes, personality and skills and matches this with personalised career ideas. Kudos also allows students to explore post 18 options including Apprenticeships and Universities.

All students of any year group at St Mary's School are therefore able to profit from individual advice and interviews from the Head of Careers and Work Experience Co-ordinator/Careers Advisor as well as the Senior Leadership Team, their Head of Year, their Tutor and their subject teachers.

Departments will support CEIAG by providing guest speakers representing relevant professions and careers within their curriculum.

External Careers Provision

Our main priority in Year 7 is to help pupils with the transition from Primary School to Secondary School. Support is given by the whole staff team on a daily basis. We also give pupils many opportunities to grow in their teamwork skills, leadership skills, social skills and to develop their confidence through trips and visits. This means that our youngest students explore employability skills which are the building blocks to developing an understanding of a broad range of career options in future years. We use Bright Futures to deliver our Year 7 "Skills to Succeed" Careers Workshop. This organisation delivers workshops in an impartial manner and helps to encourage the students to fulfil their potential. Students receive access to accurate and up-to-date careers information.

In Year 8, a strong focus is placed on developing students understanding of their interests, skills and qualities and the importance of developing these both in school and outside school in achieving their ambitions for the future. Students start to develop their awareness of the opportunities in the world of work across a broad range of career options and become familiar with careers' vocabulary and employability skills. We also give pupils many opportunities to grow in their teamwork skills, leadership skills, social skills and to develop their confidence through trips and visits which will encourage them to fulfil their potential. We use Bright Futures to deliver our Year 8 "Motivate" Careers Workshop.

We use Bright Futures to deliver our Year 10 Careers Workshop – "Employability and Financial Awareness Programme". This gives students a better insight to the world of work. The objective is to identify and develop non-academic/employability skills in a fun, fast-paced and interactive way. Students are expected to work in 'non friendship' groups to try to emulate the workplace. The majority of the day is activity-based learning, so essentially 'learning through doing'.

Year 11 students attend a full day Careers workshop dedicated to employability skills. The students attend workshops run by volunteer employers which focus on CV writing, interview skills, mock interviews, financial awareness, apprenticeships and going to

university. The Employability Day is run by the education company 'Form the Future' in conjunction with the Careers staff at St Mary's School.

The Head of Careers organises a biennial Careers Fair, which is open to students and parents of Years 9, 10, 11 and the Sixth Form. Members of the local business community and professional contacts of the school are invited to attend this event, giving the girls access to independent careers advice.

The Sixth Form students have a programme called "Careers Come to St Mary's" where a range of external speakers deliver sessions on apprenticeships, Gap year, interview skills, financial awareness and 'Ladies who Lunch'. This culminates in a Speed Networking event where the students meet a range of local employers to find out about a wide variety of careers.

We give opportunities for Sixth Form students to attend Career and Insight Days to explore links with the world of employment.

St Mary's School also hosts a biennial GSA (Girls Schools Association) Careers Conference. The emphasis of the day is the importance of the STEM subjects in women's education and career choice.

Work Experience Provision

The School runs a work experience scheme with a wide range of partnerships with employers for the Sixth Form students, following the recommendations of the Wolf Report. The aim of the work experience scheme is to give students experience in an area of career interest, as well as an insight into the skills required for the modern workplace. Students are encouraged to seek work experience at a time convenient with their academic studies and placements are arranged by the Work Experience Co-ordinator.

Students are given briefing sessions on the purpose of work experience and guidance on drafting a CV to support their application. Evaluation takes place through a short written report from both the student and the placement provider. In the Autumn Term of Year 13 the students also report on their experiences through the Work Experience Convention. Placements are organised and vetted in accordance with Government guidelines and regulations in force at the time. Considerable importance is attached to matching students to organisations to maximise the learning experience.

Review of Policy

Person responsible: Head of Careers, under the auspices of the Director of Teaching and Learning. This Policy is reviewed by the Governance Committee of the Governing Body.

Date of review: September 2017

Date of next review: September 2018