



The Royal School

CAREERS EDUCATION AND GUIDANCE POLICY

This policy is for the Whole School. The Whole School refers to all staff and students in the Royal Junior and Senior Schools. This includes: Daycare, Nursery & Reception (the Early Years Foundation Stage (EYFS)), Pre-Prep (Key Stage 1), Prep (Key Stage 2); Senior School (Key Stages 3 & 4), the Sixth Form (Key Stage 5) and Boarding.

Careers Education at The Royal School is an integral part of the learning for all pupils, and aims to support fully the School's ethos and philosophy. In particular, with regard to careers, this means to "nurture every pupil" towards "personal fulfilment" and towards "healthy self-esteem" and "personal success".

The provision of a dedicated, qualified Careers Officer at the school underlines the importance of careers education in enabling every student to have access to very personal support and guidance, in addition to a structured programme of learning. Our programme is mapped and reviewed against relevant advisory or policy frameworks, to ensure that we meet the needs of all students, but also remains flexible and responsive to the changing external world of work and education.

Above all, Careers Education at the Royal School aims to reflect the whole School ethos, to build and maintain an atmosphere of trust and positive support for each student, encouraging every individual to aspire and achieve.

AIMS

- To inspire and raise the aspirations of each student to define and realise his/her own way forward; to develop an understanding of him/herself, including abilities, interests and values
- To help each student to develop the knowledge, understanding, skills and personal qualities to progress through learning and work
- To provide information, research resources, inspiring speakers and contacts for opportunities beyond school, including further and higher education, apprenticeships, part time and voluntary work, gap years, and employment
- To enable each student to investigate and analyse relevant information and make informed and realistic choices; this includes ensuring that all students recognise the importance of STEM subjects in their education and to their future career prospects



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- To enable and support every student to experience the world of work in a way that is relevant and meaningful, and to ensure that he/she can draw positive learning from the experience
- To fully support each student as he/she implements his/her career plans

STATEMENT OF ENTITLEMENT

With a qualified Careers Officer (Dip CG, QCG) in post, all pupils are entitled to careers education and guidance which is:

- professional, independent and impartial
- integrated within their overall education and structured to provide help, particularly at decision points, to meet their developing needs
- relevant and tailored to meet the needs of all students, recognising the International School community
- based on the principle of equal opportunities
- confidential and respects personal information disclosed by the individual

CAREERS INFORMATION AND RESOURCES

All pupils are welcome to use the well-stocked Careers Room in the Library where there is a wide range of resources. There is an additional range of careers information in the main library area.

Careers information will be updated regularly and displayed on noticeboards in the library and Sixth Form centre. Email, newsletters and the School Information Hub will also be used to advertise information and opportunities.

As part of the formal learning programme, all pupils will be encouraged to research widely and use a range of resources, online and in printed format. They will also be encouraged to share their research and learn from each other.

Careers software will be made available to all pupils to enhance their research and self-awareness. A careers psychometric profile will be offered to students in Year 11.



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CAREERS EDUCATION AND GUIDANCE IN THE CURRICULUM

Careers Education forms part of the PSHEE programme in Years 9, 10 and 11, and within the Diamond Diploma in the Sixth Form. Normally the careers modules in these programmes are delivered by the Careers Officer, but can be delivered by other teachers under the guidance of the Careers Officer. Wherever possible, opportunities are sought to integrate careers education into the wider curriculum. Our approach is to ensure that our Careers Education is progressive and reflective.

In Year 7

Pupils are introduced to the Careers Adviser and Library resources. Small group work looks at the concept of "career", and how our own ideas are formed, and may change. All pupils are made aware of the 1:1 support available.

In Year 8

Building on the work from Year 7, pupils take part in the 'Step into the NHS' schools competition. This encourages pupils to think about the breadth of opportunities open to them in the world of work, more specifically the NHS, so they are inspired and motivated to achieve their full potential. It helps pupils to recognise the experience and qualifications employers want. Understand where different choices can take them in the future and make them feel motivated and inspired about the world of work.

In Year 9

Careers education begins more formally in Year 9, as students begin the process of decision-making for GCSEs. Pupils undertake an online psychometric assessment, Morrisby Online to aid this decision-making process and to continue their individual career research. Individual workbooks take them through some of the issues in decision-making, and encourage each pupil to assess and reflect on their individual strengths and interests. Pupils begin their work-related learning with "A Day in Business", linked to the Business/ICT curriculum.

In Year 10

Pupils begin to consider their transition decisions, for 6th Form and beyond. Talks and lectures give inspiration and ideas for further or higher education, and insights into the world of work. We make further use of online programmes, such as Morrisby and START, to help inform pupils about future options and relevant subject choices. In our work-related activity, "Taking Steps to Work" each pupil considers his/her own skills and strengths, as well as evaluating the skills an employer might value. He/she will prepare a CV and have a mock job interview with an external workplace contact.



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In Year 11

Pupils in Year 11 receive a ten-week programme of lessons, to underpin their decision-making, prepare for work experience, and develop self-awareness of their skills and strengths. These lessons build on the work conducted in Years 9 and 10.

In addition, Year 11 pupils continue to complete Morrisby Online, including timed aptitude tests to identify their individual strengths and relevance to their future plans. All Year 11 pupils will also have an individual interview with the Careers Adviser, with detailed action plans agreed for each pupil.

Sixth Form

Careers Education in the Sixth Form is designed to support every student with their individual aspirations and plans for the future, whether for university, apprenticeship, gap year or other venture. 1:1 interviews continue for all students, with detailed notes and action plans recorded. All have the opportunity to participate in Morrisby, an online programme designed to help in the choice of higher education courses. Students are actively encouraged to attend relevant university taster courses and open days. Close individual support is given throughout the process for UCAS applications or research and applications for other pathways, with tailored preparation and support for students applying to Oxford or Cambridge or other competitive courses. A focused "UCAS/Beyond the Sixth Form Day" is organised for the summer term.

All L6 students have interview practice, with the help of graduates and interns from IBM, and additional interview practice is offered for specific applications for university such as medicine, art and design, nursing, sport science.

All Sixth Form students are supported in obtaining work experience or relevant work shadowing, and are helped with preparation for this. Strong links with employers, such as IBM, enable students to engage with workplace graduates to develop strong CV and interview skills.

For all pupils

In addition to the structured programme of learning, all pupils have unlimited access to 1:1 guidance and support. The personalised nature of our careers provision will enable every student to maximise his/her own learning and research, according to individual need.

All pupils from year 9 upwards have the opportunity to attend The Royal School's biennial Careers Fair, where over 40 different contributors attend, ready to share their knowledge.



WORK EXPERIENCE

Work-related learning is an integral part of the careers education programme, from Year 9 through to Sixth Form. A separate Work-Related Learning Policy document outlines this area of the CEG Policy in greater detail.

As well as learning about skills needed in the workplace, students are shown how to develop the techniques essential for success in the labour market, such as research, skills awareness and preparing a CV and interview skills.

Year 11 pupils and Sixth Form students are encouraged to build on their existing work experiences, to gain additional experience that is relevant to their future plans.

At all stages, emphasis is given to the transferable skills that are developed in and out of School, and how these can be used in the workplace.

IMPLEMENTATION OF THE POLICY

The management of careers education and guidance lies with the Careers Officer who is responsible to the Principal. All staff have the responsibility to make appropriate contributions through their roles as form teachers and as subject specialists to help fulfil the aims of the whole school policy. The Careers Officer will include in his/her responsibilities the development and maintenance of good working relationships with appropriate outside agencies, such as Inspiring Futures (ISCO) and COA, with national and local employers, and with universities and colleges and other training providers.

EVALUATION

The effectiveness of careers education and guidance will be evaluated on a regular basis, paying particular attention to learning outcomes and to the success of individuals in finding appropriate destinations for the next stage of their education or career. Learning content will be updated regularly to reflect the changing labour market, learning opportunities and career management skills (for example, in making effective use of social media).



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JOB DESCRIPTION FOR THE HEAD OF CAREERS

- Report directly to the member of the School Management Team charged with the responsibility, currently the Principal.
- Be responsible for devising and implementing a whole school policy on careers education and guidance.
- Be responsible for preparing a departmental budget and monitoring expenditure.
- Develop and maintain strong links with ISCO and other external careers agencies.
- Be responsible for maintaining information on a wide variety of careers and further and higher education courses in the Careers Library and QEII.
- Ensure that all careers and course information is up to date and displayed in an appropriate manner.
- Ensure that all pupils have full and informed access to careers information.
- Ensure that all pupils are given appropriate guidance so that they are aware of opportunities in higher and further education, vocational training and the world of work.
- Liaise with Director of Studies, Head of Sixth Form and Head of Pastoral Care and PSHE, and subject colleagues on the Careers Education Programme.
- Liaise with the Head of Sixth Form, the Head of Pastoral, PSHEE coordinator, tutors and mentors on the guidance and support offered to individual pupils as necessary.
- Facilitate and monitor the work experience and work shadowing placements for students in Sixth Form, Years 10 and 11, and the Year 9 "Day in Business".
- Arrange for outside speakers on careers/higher education as appropriate.
- Arrange the Royal School's biennial Careers Fair.



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- Attend courses and make visits to universities, colleges, and employers, and consult relevant literature, to keep personally up to date with changes in post-16 and post-18 education and employment.

These requirements may be changed from time to time as the situation requires.