



5-12 Careers Guidance Policy

Context

The Careers & HE Department at Guildford High School is a cornerstone of our mission of providing a first class education to academically able girls and our aim of enabling every pupil to maximise her full potential. Every year around 90% of our Upper Sixth pupils progress to Russell Group universities, and the remaining 10% go to a range of destinations including music conservatoires, art colleges, other prestigious UK universities which do not form part of the Russell Group, and universities abroad. All our pupils currently progress to Higher Education of some form, either university or else art, music or drama college. However, we ensure that our careers advice is impartial and that pupils consider other routes into careers e.g. Higher Level Apprenticeships.

Girls study a wide range of subjects at degree level. We have roughly equal numbers of leavers studying STEM subjects and Arts subjects.

After higher education our pupils enter a wide range of professional careers. Our Alumnae are to be found in the banking industry, the media, the civil service, the scientific and medical professions, the legal world, the theatre and other creative industries, teaching, advertising, business. The list is almost infinite. Many of them return to Guildford High to give careers talks to current pupils.

Policy Statement

At Guildford High School our policy is to ensure pupils in Years 7-13 are guided in making many of the key choices which will affect their future and also to help them become aware of their strengths, weaknesses and interests in relation to the world of work. Our aim is that they should be able to make informed choices about a broad range of career options and to present our advice in an impartial manner. Ultimately our goal for our pupils is that they should be prepared for their future lives in British Society or abroad and make a success of their chosen careers and their lives. Each pupil needs to have the values, behaviours and skills to get on in life.

This is achieved through having a dedicated Director of Higher Education and Careers whom the girls in any year can talk to, and dedicated resources to help pupils explore careers and options. The Careers Guidance Policy supports the School's aims of maximising pupils' potential and encouraging them to be positive about their abilities through a structured Careers Programme which addresses self-awareness and provides detailed and accurate guidance about important choices at all stages of their schooling. Through exposure to a wide range of careers, pupils are encouraged to aim high and to think creatively about the opportunities open to them.

Guildford High School is committed to providing impartial, accurate and up-to-date Careers Education for all pupils in the Senior School in line with its statutory requirements. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Guildford High School is fully committed to ensuring that the application of the Careers Guidance Policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy.

The Careers Guidance Policy is available to all interested parties in the School Information section of our website and is also available in hard copy from Reception.

This policy should be read in conjunction with:

- *the Careers Programme*
- *the PSHE policy*
- *the Health & Safety Policy*
- *the School's Mission Statement and Aims*

The policy has regard to Careers Guidance and Inspiration in School (March 2015).

This policy is reviewed on an annual basis, or as events or legislation changes require, by the Director of Careers and Higher Education). The next scheduled date for review is March 2018.

Key personnel

The Director of Careers and Higher Education at Guildford High School is Jane Boyd. She is based in the Careers Room. Dr Boyd also acts as a UCAS Mentor to science applicants and as a provider of Morrisby Careers Aptitude Testing feedback within school.

Other careers staff:

- Kathy Buckley (Head of Sixth Form) – UCAS support for all Sixth Form, Year 11 Options Adviser
- Duncan Peel (Deputy Head, Academic) – UCAS Mentor
- Will Saunders (Deputy Head, Co-Curricular) – Oxbridge Coordinator
- Katrina Sloan (Deputy Head of Sixth Form) – Oxbridge Coordinator, UCAS Mentor
- Sarah Holliday (Director of Studies) – UCAS Mentor for Medicine
- Sophie Oakes (Teacher of Classics) – American University Applications

In addition, all members of Senior Leadership Team are Year 11 Options Advisers.

Careers & HE at Guildford High – an overview of what we do

Primarily, the Careers Department is there to:

- advise pupils and their parents and support them on making the right choices at different stages of their Senior School career.
- promote a wide range of choices so that pupils are aware of just how many opportunities are there for them. We see Careers Education as being about opening pupils' eyes to the world of work.

To these ends, we offer regular 1:1 advice, available on a drop-in and appointment basis to girls and parents. The main users of this provision are girls in Years 9, 10, 11 and the Sixth Form but we are available for all Senior School pupils and are involved with each year group in some capacity. We also see it as vitally important to bring in the outside world and organise a number of events to open girls' eyes to the opportunities available to them.

We organise:

- two evening Careers Fora every year (in Michaelmas and Lent Term)
- a biennial Careers Speed Dating event for Year 11 and Lower Sixth
- an annual Higher Education Fair for Lower Sixth
- lunch time and after school speaker events by Alumnae, parents and contacts
- work experience for Year 11 and Take your Daughter to Work Day for Year 8
- a comprehensive Post-AS programme for Lower Sixth pupils

- subject lunches for Year 11 and Lower Sixth to support option choices in the Sixth Form and at university
- interview preparation for Oxbridge candidates and Medicine and Veterinary Medicine applicants
- Business days for younger years to develop their entrepreneurial skills
- Morrisby careers aptitude testing for Year 10
- GCSE and AS options interviews for Years 9 and 11

We also publish a monthly Careers Bulletin to parents and pupils advertising external competitions and university events, work experience and Gap Year opportunities, and updating our community on developments in the HE world.

Subject departments also support university preparation in a number of ways, including Oxbridge preparation.

Objectives of the Careers Programme

The key aims of Careers Education at Guildford High School are:

- Ultimately, to ensure that as many pupils as possible enter their first choice higher education institution (or other chosen path) and that they are outstandingly well equipped for the world of work beyond.
- To enable pupils to know themselves and how their strengths, weaknesses and interests relate to the world of work. They need to understand what motivates them and to learn to harness their strengths and improve weaker areas.
- To enable pupils to learn about a wide range of careers and opportunities (e.g. Gap year projects, Sixth Form expeditions, work experience placements), know where to access individual guidance and benefit from at least a week's work experience during their time at the school. Guildford High School is committed, in line with its statutory responsibilities, to providing impartial careers guidance, and to avoiding all forms of stereotyping in the advice given.
- To enable pupils to gain information about training, education and occupations beyond school. We do not expect all pupils to have a clearly defined career ambition by the time they leave Guildford High but we do want them all to know about the different opportunities open to them and have the transferable skills to excel in their chosen careers.
- To make appropriate curricular and extra-curricular choices at each stage of the Senior School, including individual guidance about GCSE choices, AS and A level courses, and university or HE courses, including alternative FE/HE such as Art Foundation Courses, Conservatoires, universities abroad and Higher Level Apprenticeships.

Careers Education at GHS is delivered through dedicated activity within the PHSE curriculum and through one to one guidance with students. The Careers Department also runs a number of careers events such as lunchtime and after school speaker events, at which attendance is voluntary.

The structured programme addresses the following areas:

Self Awareness

Girls gain an awareness of themselves, their interests, motivations, and the influences on them. This is addressed through PSHE session especially in Year 9 and the Sixth Form.

GCSE and post-16 Courses

Individual guidance on making GCSE and A level choices is received through pupil interviews with the Headmistress and SMT and through talks in PSHE from the Careers Adviser. Evenings for pupils and parents cover Options in Year 9, Sixth Form studies and also Higher Education.

Career Exploration

Girls have the tools, opportunity and skills to investigate future learning opportunities, career areas and how these two areas relate to each other. Pupils can drop into the Careers Room to look at literature or speak to Dr Boyd. PSHE is a further way in which careers exploration is addressed. These sessions also provide information about training, education and occupations beyond school.

Work Experience is another way in which careers exploration is achieved. In Year 8 pupils spend a 'day at work' through the scheme 'Take Your Daughter to Work'. Year 11 also follow a work experience programme in Trinity Term. In line with the United Learning Health and Safety Procedures, Work Experience is organised with regard to the relevant HSE guidance.

Health & Safety on Work Experience

All parents are made aware by the Director of Careers & HE that their daughter's work experience provider will be subject to standard legal Health & Safety checks by our Facilities Manager, Iain Hazell. Jane Boyd requests from providers details of their Risk Assessments for Young People, their public liability insurance and they also have to complete a Health & Safety GHS questionnaire. Iain Hazell checks through the replies from companies to ensure that there are no concerns. If there are any queries or higher-risk placements, and Iain Hazell requires more information, he will contact the provider directly.

Before going on Work Experience, Year 11 pupils are given a contact card with an emergency number (school mobile) to call in case of any urgent concerns e.g. child protection concerns. They are told to ring this at any time of day or night if they are worried about their placement.

Resources available

The Director of Careers and HE is based in the Careers Room and is available for 1:1 guidance with students throughout the year. During busy periods such as UCAS applications and Options choices, students are advised to book appointments in advance via a sign-up sheet. The other members of the team – Will Saunders, Duncan Peel, Katrina Sloan, Sarah Holliday and Kathy Buckley - are available in their offices to speak to girls on a drop-in or appointment basis.

The Careers Room is available 5 days a week for students to undertake their own research. There is a wide range of material available including:

- Higher Education prospectus for all UK Universities, art, music and drama colleges
- Detailed Information on previous University Interviews
- Information on studying at European and US Universities
- Reference and Loan books on many Careers, CV preparation and Interview technique