



St Mary's School  
CAMBRIDGE

# Careers Education and Guidance Policy

*This policy is the responsibility of the Head of Careers under the auspices of the Director of Teaching and Learning.*

*Last review: October 2020.*

*Next review: September 2021*

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## 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.

The careers programme is intended to give pupils the confidence to consider any opportunity. The work experience programme is intended to give pupils opportunities on which they can reflect to help them discern their vocations.

This policy acknowledges the Statutory Guidance: Careers Guidance and Access for Education and Training Providers October 2018. 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

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. At St Mary's, a planned progressive careers programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities, raising aspirations, challenging stereotypes and helping them to follow a sustainable career path and fulfil their potential.

## Aims

St Mary's Careers Education and Guidance policy has the following objectives in line with the Gatsby Eight Benchmarks for Careers Excellence when delivering the careers programme in school:

- Plan and provide a stable careers programme for our learners.
- Expose students to relevant labour market information (LMI).

- Address the needs of all students.
- Link curriculum learning to careers.
- Provide opportunities for student to encounter employers and employees.
- Support students to obtain experience of workplaces through work visits/work shadowing and or work experience.
- Provide opportunities for students to encounter further and higher education.
- Provide personal guidance to students on careers education.

## Internal 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. Pupils can learn about Astronomy, Meteorology and Computer Programming. As well as exploring these STEM careers, the Head of Careers has a discussion with the pupils 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 pupils informed choices about career options in order to fulfil their potential. We take a more in-depth look at what careers the pupils are interested in and what they may need to do to enter their field of interest using our careers programme Kudos. 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 pupils 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 pupil (together with their parent/s) will have an individual guidance interview with a member of the Senior Leadership Team to discuss her choices and intentions for GCSE and beyond.

## 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 daily. Our youngest pupils 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 pupils to fulfil their potential.

In Year 8, a strong focus is placed on developing pupils 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. Pupils 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 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 pupils 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. Pupils 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 pupils attend a full day Careers workshop dedicated to employability skills. The pupils 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.

The Head of Careers organises a biennial Careers Fair, which is open to pupils 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 pupils 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 'Learning Lunches'.

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

We host 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

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

Pupils 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 pupil and the placement provider. In the Autumn Term of Year 13 the pupils 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 pupils to organisations to maximise the learning experience.

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