



ST JAMES
Senior Girls' School

Careers Guidance Policy

St James Senior Girls' School

It is the policy of St. James Senior Girls' School that all pupils from Year 7 through to the end of Year 13 receive accurate, up-to-date and impartial careers guidance and education to allow them to fulfil their potential. We consciously work to prevent all forms of stereotyping in the guidance we provide to ensure that they consider the widest possible range of careers.

The aims of the Careers programme are that every pupil should:

- be aware of their own strengths as well as areas for development;
- be aware of the opportunities available to them through Higher Education, training and apprenticeships;
- know how they can adapt to the changes taking place in the world of work;
- be aware of employer requirements;
- have multiple opportunities to consider and develop soft skills such as leadership, communication and problem-solving;
- understand the importance of having up to date information and have the means and skill to research options.

We aim to fulfil the eight Gatsby Good Career Guidance benchmarks as fully as possible: a stable careers programme; offering learning from career and labour market information; addressing the needs of each pupil; linking curriculum learning to careers; encounters with employers and employees; giving experiences of workplaces; providing encounters with further and higher education and offering personal guidance.

Career Exploration

Career exploration provides the opportunity to investigate the world of work, recognising that work is more than paid employment; to understand the vocabulary of the working world; to understand how the working world is changing and identify where and how to access information on different careers; to understand how to go about finding good “matches” for a pupil’s own particular qualities, interests and abilities. Alternative education and training routes are discussed with individuals as necessary and information on apprenticeships is delivered to GCSE and A Level year groups.

Career Management

Career management teaches how to make and adjust plans to manage change and transition; how to apply for positions; how to keep the position and how to grow in it; planning and decision-making through practical experience relevant to the pupil; adjusting to change; developing adaptability, flexibility of approach to situations and knowing who to ask for advice; ‘whose opinions do you trust and value?’

Personal Development

Personal development explores the question ‘how to understand myself and things that influence me’; personal skills (understanding my strengths and looking constructively at areas for development); developing the skills needed in the working world (competency; diligence; the ability to communicate, empathise and listen; understanding team work and where my strengths lie); understanding that good CVs are not enough; understanding the relationship I want/need between work and home.

Programme for Years 7 - 13

From January 2016 onwards, following national guidelines, Year 7 have been introduced to the aspects of careers education designed to challenge assumptions, confirm the value of Careers work for young people, understand the nature of some choices and identify important skills. Careers education sessions are created and resourced by the Head of Careers and delivered by Form Teachers as part of the Form Time programme.

Year 8 have a series of lessons inspired by resources from Creative Careers, learning the importance of education and qualifications in relation to getting the jobs they want, how to balance monthly income and leisure time, where the money goes and the role of taxation.

Pupils have individual interviews in Years 9, 11 and Sixth Form to help with the choice of GCSEs, A Levels and university courses. In Year 9, the interviews are conducted by the Head of Careers; in Year 11 by the Sixth Form team and Head of Careers, and in Year 12 by a specialist external company. It is also the intention that these interviews should give confidence by helping them to appreciate their strengths and talents and that they begin to cultivate a sense of responsibility and ownership by researching future possibilities. They are each guided to look at a particular career or higher education opportunity following the interview.

Year 10 also sit an online aptitude assessment which they use for personal reflection and as a basis for their Sixth Form interview.

Careers Forum

A Careers Forum is held every two years at school for Years 9-13 and provides not only information but inspiration from professionals currently engaged in a large variety of careers. This large-scale event, comprising 30 presentations, gives pupils the opportunity to listen to a maximum of five 30 minute talks, including a Q and A session. The presenters come from a wide range of disciplines to talk about what they do, why they enjoy it and what training is required in their particular field. An important aspect of the Careers Forum is the prior briefing and subsequent debriefing sessions, both held in lesson times.

External Expertise

Pupils from Year 10 upwards receive external input each year from a respected Careers education company in order to think both broadly and specifically about their path from GCSE choices through to starting their career post-18 or post-higher education.

Work Experience

Work experience is considered to be a highly valuable aspect of the education and a work experience programme is delivered to Year 11 by an outside provider, 'Tinker Tailor', supporting the search and preparation for placements. Parents are given clear guidance on how to identify and apply for placements, as well as advice on best practice when considering health and safety. We have recently become a partner school with InvestIN, an immersive work experience provider, to enable our pupils to receive free in-house work experience advice plus a discounted rate on the work experience programmes offered. InvestIN also deliver workshops and assemblies relating to various aspects of Careers Education across the school.

Years 12 and 13

The programme continues but guidance in respect of university applications is given by the Head of Sixth Form. The Head of Careers continues to meet with each year group to deliver the Careers syllabus, covering a work experience de-brief, CVs, interviews, the future jobs market and university and career research skills and is available to students for individual careers interviews.

We are also planning to hold an evening event for Years 12 and 13 to network with alumnae who will come in to speak about their professional experience and careers insights.

Signed by:	Hugh Venables Chair of Governors
Date of adoption of this policy	January 2022
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Policy owner (SMT)/other	Head of Careers