

## 1. RATIONALE

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make choices that are right for them and to be able to manage their careers throughout their lives.

Schools have a statutory duty to provide careers education (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance.

Roedean Moira House Girls School is committed to providing a planned programme of careers education for all students and pupils, giving them information, advice and guidance (ISCO).

This policy supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHCE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

## 2. OBJECTIVES

The careers programme is designed to meet the needs of students at Roedean Moira House Girls School. It is differentiated and personalised to ensure progression through activities that are appropriate to students and pupils at their stages of career learning, planning and development.

Students and pupils are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into their experience of the whole curriculum and be based on a partnership with students, pupils and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

## 3. IMPLEMENTATION

The Head of Teaching and Learning is in charge of the careers programme. All staff contribute to careers education and guidance through their roles as personal tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Head of Teaching and Learning in consultation with the Senior Team. Careers information is available in the different areas of the school.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research, work-related learning (including work experience in Year 11 and work shadowing in Year 12), and individual learning planning/portfolio activities. Educational visits also form part of the careers provision, including attending the UCAS Higher Education Fair. Personal tutors are also responsible for checking students' careers progress. Old Girls, outside speakers from universities and representatives from a variety of careers are also used to enrich our students and pupils experiences.

Students and pupils are actively involved in the planning, delivery and evaluation of activities.

An annual Partnership Agreement is negotiated between the school and ISCO which identifies the contributions to the programme that each will make.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEG area. The Heads of Pupil Progress are responsible for the effective deployment of resources.

## 4. PROGRAMME

At Roedean Moira House Girls School, Careers provision falls within the statutory regulations of the National Curriculum.

It is divided into three parts: Careers Education, Careers Guidance, and Work Experience / Shadowing:

- Careers Education is delivered through Careers Events / Days and within the PSHCE programme.
- Careers Guidance is partly given by ISCO who work directly with the school and partly by the Heads of Pupil Progress and other outside speakers.
- Work Experience / Shadowing are administered by the Heads of Pupil Progress.

ISCO provide Careers Advisers for Roedean Moira House Girls School in Seniors and Sixth Form. Their brief is to deliver group sessions as part of the Careers Education Programme, attend Parents Evenings, as well as conduct individual interviews with students. Furthermore, ISCO help stock the Careers Library and work with the school to support the Careers Education Development Plans. ISCO provide a vast range of information, booklets and leaflets for the Careers and Library areas of the school giving vital support to the Heads of Pupil Progress.

| Section of the school | Programme  |
|-----------------------|--|
| Nursery               |  |
| Pre Prep              |  |
| Lower Prep            |  |
| Upper Prep            | Years 6 and 7<br>Introduction to careers - ISCO workshops<br>Career investigation Package - The Career Investigator<br><br>Year 8<br>Talk - ISCO - 'how to choose GCSEs'<br>PROBE - Online careers testing<br>Be Real Game - Role play scenarios |
| Seniors               | Years 10 and 11<br>Identifying skills:<br>Futurewise<br>ULAS website<br>CVs<br>Internship<br>Networking<br>Sixth Form information evening<br>Individual Futurewise feedback<br>Careers convention<br>Work Experience                             |
| Sixth Form            | Lower Sixth:<br>Choosing a university (in house)<br>Centigrade<br>Reports and Feedback<br>University presentations   |

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|--|---|
|  | Personal statement writing<br>Visit a Higher Education Fair (UCAS)<br>UCAS Parent's evening<br>UNIFROG<br>Work shadowing<br><br>Upper Sixth:<br>Complete applications<br>Individual university visits<br>Mock interviews<br>Alumnae visits<br>Curriculum enrichment - life skills courses |
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### Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: