



Merchant Taylors' Schools, Crosby

Careers & Futures Policy

| Policy Owner | Head of Futures |
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| Last reviewed by Date | Head of Futures February 2025 |
| Last approved by Date | Board of Governors March 2025 |
| Frequency of review | Annual |
| Next policy review by owner | January 2026 |
| Next policy approved by Board of Governors (if applicable) | E&S Committee/Board of Governors February/March 2026 |
| Circulation: | ✓ All Staff & Governors ✓ Inspection Portal ✓ School Website ✓ Parent Portal ✓ Senior & Sixth Pup ils |
| Related Policies: | Teaching and Learning Policy Curriculum Policy SEND Policy PSHE Policy Equal Opportunities Policy Assessment, Feedback, & Reporting Policy |
| Regulatory Body (if applicable) | DfE, ISI |
| Relevant legislation/guidelines | ISSR Pt 1, Para. 2 Careers guidance and access for education and training providers [2023] Careers strategy: making the most of everyone's skills and talents] Gatsby Good Career Guidance: The Next 10 Years [2024] Skills for jobs: lifelong learning for opportunity and growth - GOV.UK [2021] |

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1 Aims

- 1.1 This is the Careers & Futures Policy of Merchant Taylors' Schools, Crosby (the School).
- 1.2 Merchant Taylors' School (MTS) recognises that careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations. Merchant Taylors' Careers programme helps our pupils to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, embraces diversity and challenges stereotypes. MTS' guidance is impartial, ensures pupils are well-informed to make decisions about a wide range of future career paths, and encourages pupils to fulfil their potential.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to provide pupils with access to accurate, up-to-date careers guidance;
 - 1.3.2 to ensure that all children are prepared for the opportunities of adult life;
 - 1.3.2. that they can make informed choices about their future and a broad range of career options which are not based on stereotypes;
 - 1.3.3 that pupils are supported to reach their potential and are not held back by background;
 - 1.3.4 that pupils will be able to achieve economic independence;
 - 1.3.5 that pupils will be effectively prepared for the opportunities, responsibilities, and experiences of life in British society;
 - 1.3.6 to ensure that all information, advice, and guidance are presented in an impartial manner.
- 1.4 In all aspects of its Careers and Futures provision, Merchant Taylors' is committed to upholding the principles and requirements of the Equality Act (2010).

2 Commitment

- 2.1 Merchant Taylors' School is committed to providing all pupils, in all key stages, with a programme of careers and enterprise-related activities. This will include provision for pupils in primary education at Stanfield.
- 2.2 Careers education is embedded across the curriculum and linked to clear career development learning outcomes.
- 2.3 Merchant Taylors School adheres to the Gatsby Benchmarks to inform the careers provision; these benchmarks are judged to be a best practice system for career guidance. From July 2021, the Government regards "Careers guidance" as the full range of activity delivered under the eight Gatsby Benchmarks.

3 Regulatory Context

- 3.1 From September 2013, the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial careers information, advice, and guidance.

- 3.2 Careers guidance under this duty will be presented in an impartial manner, include information on the full range of post-16 education or training options, and promote the best interests of the pupils to whom it is given.
- 3.3 In October 2018, the DfE updated its statutory careers guidance in line with the Government's careers strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured, and delivered by individuals with the right skills and experience. The government also expects Governing bodies to ensure that the schools careers strategy is developed in line with the Gatsby Benchmarks and informed by the requirements set out in statutory guidance.
- 3.4 To this end, Merchant Taylors' Schools ensures that career provision provides the following:
- 3.4.1 a stable careers programme;
 - 3.4.2 learning from career and labour market information;
 - 3.4.3 addressing the needs of each pupil;
 - 3.4.4 linking curriculum learning to careers;
 - 3.4.5 encounters with employers and employees;
 - 3.4.6 experiences of workplaces;
 - 3.4.7 encounters with further and higher education;
 - 3.4.8 personal guidance.
- 3.5 In line with DfE guidance from July 2021, careers guidance makes it clear that Higher Education is not necessarily a better or more favorable route than FE and apprenticeships. To this end, Merchant Taylors' facilitates information about alternative routes via the following means:
- 3.5.1 Provider Access: we give education and training providers the opportunity to talk to pupils in years 8 to 13 about approved technical qualifications and apprenticeships.
 - 3.5.2 we promote routes impartially and without any bias towards a particular pathway, be that technical or academic, and promote the full range of technical options.

Merchant Taylors' School Provider Access Policy can be found in Appendix 1

4 Policy & Programme Development

- 4.1 This policy was developed and is reviewed annually by the Head of Futures and Deputy Head Academic, in discussion with teaching staff, pupil and parental feedback, governors, alumni and other external partners.
- 4.2 Whilst Merchant Taylors' School is an independent school and does not have to follow the DfE's statutory guidance on CEIAG for the maintained sector, it does shape its provision for careers education in line with the principles set out in Careers Guidance and Access for Education and Training Providers 2021 and Careers Guidance Statutory Guidance (January 2023).
- 4.3 Specifically, the School's offering is tailored to meet the best-practice eight Gatsby benchmarks.
- 4.4 The careers programme is designed to meet the needs of all pupils at Merchant Taylors' School. It is differentiated and personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

5 Delivery & Implementation

- 5.1 Merchant Taylors' Future and Careers provision combines class teaching, group sessions, and individual meetings. The approach is person-centered and confidential.
- 5.2 The Head of Futures oversees the careers programme so that pupils can access impartial careers advice and guidance through a meeting with the Head of Futures.
- 5.3 The Head of Futures holds a relevant Level 6 Careers Guidance qualification and participates in regular professional development to ensure provision best serves pupils.
- 5.4 Pupils also receive careers information at various times throughout the curriculum. The purpose of this is to help pupils to understand how their school subjects link to different vocational roles. In short, our careers offer aims to raise aspirations, develop key employability skills, challenge stereotyping and promote equality and diversity.
- 5.5 All staff contribute to CEIAG through their roles as form tutors and subject teachers.
- 5.6 Specialist sessions are delivered by the Cornerstone [PSHE] staff.
- 5.7 The CEIAG programme is planned, monitored and evaluated by the Head of Futures.
- 5.8 Unifrog is the school's main career management platform, and all pupils have an account. Pupils are guided to use the wide range of online tools and resources tailored to their age and preferences.

6 Curriculum

- 6.1 The careers programme includes education sessions, career guidance activities, group work and individual interviews, information and research activities, and workplace visits.
- 6.2 Subject teachers integrate careers learning that are linked to Careers lessons which are part of the School's Cornerstone [PSHE] programme. There are other focused events, e.g. Careers Fairs and Networking Breakfasts. Our alumni network is an integral part in supporting our career events.
- 6.3 An overview of current provision is detailed in Appendix 1.

7 External Bodies & Provider Access Requests

- 7.1 Several events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils or their parents or carers.
- 7.2 In line with Safeguarding requirements, all such bodies will be appropriately vetted and literature reviewed by the Head of Futures to ensure that content is appropriate.
- 7.3 Reflecting our desire to provide high-quality careers and futures education, Merchant Taylors' facilitates access to external bodies to provide pupils information about the provider's education or training offer.
- 7.4 A provider wishing to request access should contact Mrs Gayle Hall, Head of Futures, g.hall@merchanttaylors.com

8 Monitoring Arrangements

- 8.1 The delivery of Careers and Futures education is monitored by the Head of Futures, and the programme reviewed annually.

9 Oversight

- 9.1 Oversight of the Careers Policy is undertaken by the Education & Safeguarding Committee. The policy will be reviewed by the Head of Futures annually.

Appendix 1 - Provision Overview

1.1 Programmes of Study

- 1.1 More detailed information of programmes of study, schemes or work, events, and information, advice, and guidance are held by the Head of Futures.

We are currently delivering the following activities within our careers programme. The programme is currently under review and further provision is currently being developed.

| Year Group | When | Content |
|-----------------|-------------|---|
| EFYS, KS1 & KS2 | Autumn Term | Careers delivered through PHSE and thematic days. KS2 Skills for Jobs |
| | Spring Term | KS2 Introduction to Career Pathways |
| | Summer Term | KS1 Jobs for Everyone Jobs in the NHS KS1 Jobs in the Community- Year 3 Knowlsey Safari Park Careers Visit Whole School [June]: "When I grow up, I want to be- pupils dress up in uniforms/clothing and talk about different job roles |
| Year 7 | Autumn Term | Introduction to careers during pupil induction. Pupils are introduced to the school's careers platform Unifrog. Pupils can begin to explore career interests and record their skills and achievements. |
| | Spring Term | Future Focus Week [March]: pupils explore careers across the curriculum. Teachers introduce pupils to different careers and jobs that link to their subject |
| | Summer Term | Careers education lessons are delivered through the PHSE programme. Pupils explore-self-reflection, explore dream jobs, understand what is meant by career, understanding what entrepreneurs do, careers and the future |
| Year 8 | Autumn Term | Pupils build their careers profile through the Unifrog platform, completing the interests and skills quizzes, reflecting on careers and subject suggestions. Pupils record and self-reflect on their skills, activities and achievements. |
| | Spring Term | Future Focus Week [March]: pupils explore careers across the curriculum. Teachers introduce pupils to different career sectors and jobs that link to their subject. |

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| | Summer Term | Careers education lessons are delivered through the PHSE programme. Pupils reflect on their interests, explore CVs, learn about the workplace, find out how to create the career they want, understand their personal values and how they relate to a successful career, exploring green careers and the climate. |
| Year 9 | Autumn Term | <p>Pupils continue to build their careers profile through the Unifrog platform, completing the personality and work environment quizzes and further research job and study suggestions. Pupils continue to self-reflect and record skills and achievements.</p> <p>Careers Fair, supported by Concordia Connects. Pupils can speak to a wide range of employers and universities to find out about different jobs, apprenticeships and degree pathways.</p> |
| | Spring Term | <p>All pupils will be offered a 1-2-1 guided careers meeting with the Head of Futures to support GCSE course selection. Pupils and parents attend the GCSE Options Evening to speak to curriculum staff about GCSE choices.</p> <p>Future Focus Week [March]: pupils explore careers across the curriculum. Teachers introduce pupils to different career sectors and jobs that link to their subject.</p> |
| | Summer Term | Careers education lessons are delivered through the PHSE programme. Pupils explore different pathways available after year 11, reflect on skills, explore Labour Market Information, explore managing money. |
| Year 10 | Autumn Term | <p>Pupils are introduced to psychometric testing through the Unifrog platform and begin to research their post-16 choices.</p> <p>Careers Fair, supported by Concordia Connects. Pupils can speak to a wide range of employers and universities to find out about different jobs, apprenticeships and degree pathways.</p> |
| | Spring Term | <p>Aerospace Careers Roadshow [February]: interactive workshop to raise awareness of career opportunities and emerging technologies within the aerospace sector.</p> <p>Future Focus Week [March]: Pupils explore careers across the curriculum. Teachers introduce pupils to different career sectors and jobs that link to their subject.</p> <p>Introduction to Oxbridge, Medicine, Dentistry and Veterinary pathways</p> |

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| | Summer Term | <p>ASK Apprenticeship assembly, pupils are informed about different apprenticeship programmes available at 16 and 18</p> <p>Careers education lessons are delivered through the PHSE programme. Pupils reflect on their careers journeys and set future goals, explore employer profiles in more depth, prepare for a workplace visit or experience, understanding in person, hybrid and remote working.</p> |
| Year 11 | Autumn Term | <p>Using Unifrog, pupils research their post-16 study choices, update their CVs.</p> <p>All year 11 pupils are offered an impartial careers guidance meeting with the Head of Futures to support Post 16 subject choices and discuss future pathways.</p> <p>Careers Fair, supported by Concordia Connects. Pupils can speak to a wide range of employers and universities to find out about different jobs, apprenticeships and degree pathways.</p> <p>ASK Apprenticeship assembly, pupils are informed about different apprenticeship programmes available at 16 and 18</p> |
| | Spring Term | <p>Aerospace Careers Roadshow [February]: interactive workshop to raise awareness of career opportunities and emerging technologies within the aerospace sector.</p> <p>Future Focus Week [March]: Pupils explore careers across the curriculum. Teachers introduce pupils to different career sectors and jobs that link to their subject.</p> <p>Careers education lessons are delivered through the PHSE programme. Pupils explore the different learning pathways after year 11, research volunteering and work experience opportunities, reflect on employability skills, update CVs.</p> |
| Year 12 | Autumn Term | <p>Using Unifrog, pupils review career goals and explore Post 18 Pathways.</p> <p>Careers Fair, supported by Concordia Connects. Pupils can speak to a wide range of employers and universities to find out about different jobs, apprenticeships and degree pathways.</p> |
| | Spring Term | <p>Future Focus Week ([arch]: Pupils explore careers across the curriculum. Teachers introduce pupils to different career sectors and jobs that link to their subject.</p> <p>Aerospace Careers Roadshow [February]: interactive workshop to raise awareness of career opportunities and emerging technologies within the aerospace sector.</p> |

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| | Summer Term | <p>Pathways to the Legal Profession Conference [March]: Liverpool Law Society Event</p> <p>Early applicant pupils (Oxbridge Medicine, Veterinary, Dentistry) participate in additional bespoke support sessions delivered by various universities and their academic departments</p> <p>Future Focus Week [March] Pupils explore careers across the curriculum. Teachers introduce pupils to different career sectors and jobs that link to their subject.</p> <p>Careers education lessons are delivered through the PHSE programme. Pupils explore the pros and cons of different Post 18 pathways, learn how to create a professional online presence, explore the UCAS application process.</p> <p>All year 12 pupils will have the opportunity to have a 1-2-1 careers meeting with the Head of Futures to discuss the next steps after year 13 and future career intentions.</p> <p>Futures Week 16th-20th June includes:</p> <p>Concordia Connects careers talks; pupils network with a range of alumni from different career sectors</p> <p>ASK Apprenticeship Assembly, informing pupils about opportunities through degree apprenticeships and how to make strong applications</p> <p>Visit to the Merseyside UCAS Conference to speak to representatives from a wide range of universities</p> <p>Presentations from Yip Yap, Camp America, Tilting Futures about Gap Year opportunities</p> <p>Studying in the US-A List Education present the process for applying to a US College after sixth form</p> <p>Mock interviews- Concordia Connect volunteers support a mock assessment and interview task</p> <p>Visit to the University of Liverpool Open Day</p> |
| Year 13 | Autumn Term | <p>Careers Fair, supported by Concordia Connects. Pupils speak to a wide range of employers and universities to find out about different jobs, apprenticeships and degree pathways.</p> <p>Careers education lessons are delivered through PHSE. Pupils learn to prepare for transitions after year 13, prepare for interview and assessments.</p> |
| | Spring Term | <p>Concordia Connects Networking Breakfast; pupils network with alumni from a wide range of career sectors. They can</p> |

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| | | hear about the benefits of the Merchants' Alumni LinkedIn Community |
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