

Careers Policy

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Introduction

Rationale for Careers Education and Guidance

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 students are well-informed to make decisions about a wide range of future careers paths, and encourages students to fulfil their potential. Our approach is guided by the Gatsby benchmarks and conforms to statutory requirements, in particular the DfE's Careers Strategy Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

A further addition to the Technical and Further Education Act 2017 states that schools in England "must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships".

At each point where we deal with students leaving the school, we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another institution.

Commitment

Merchant Taylors' School is committed to providing all pupils, in all years, with a programme of careers and enterprise related activities. In addition, to ensure Merchant Taylors' School is delivering the best possible careers guidance we are currently working towards reaccreditation for the Quality in Careers Standard (previously awarded in 2017). This is in accordance with the Government's recommendation that "all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme", and as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015.

Development

This policy was developed and is reviewed annually by the Careers Co-ordinator and Academic Director, in discussion with teaching staff, student / parental feedback, governors, advisory staff and other external partners.

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies, including the Curriculum Policy, Teaching and Learning Policy, PSHE Policy, Equal Opportunities and Diversity Policy and the SEND Policy.



Objectives

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. Specifically, the School's offering is tailored to meet the best-practice eight Gatsby benchmarks:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

The careers programme is designed to meet the needs of students at Merchant Taylors' School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

The Careers Co-ordinator oversees the careers programme. All staff contribute to CEIAG through their roles as form tutors and subject teachers. Specialist sessions are delivered by the PSHE / Cornerstone team. The CEIAG programme is planned, monitored and evaluated by the Careers Co-ordinator. A virtual careers centre on Firefly has replaced a physical careers room; up to date, digital information is available in this area of Firefly, the School's virtual learning platform, and is readily available to and accessible by students.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work experience in Year 11, Lower Sixth and Upper Sixth). Careers lessons are part of the School's Cornerstone (PSHE) programme. Other focused events, e.g. Careers Fairs and Networking Breakfasts are provided throughout the school year and culminates in Upper Sixth with the Careers and UCAS week of events. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum. The Sixth Form tutorial programme exposes students to people



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working in different sectors and specifically deals with university applications (including UCAS for those applying in the UK) and gap year opportunities.

Students will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety of year group assemblies, guest speakers and workshops
- Parents/carers are welcome to speak to the extended careers team, which includes: their child's form tutor, Head of Section, or Careers Lead if they have any questions or concerns about their child's progress and their child's participation in careers events.
- Pupils, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each Middle School student will have an individual careers interview with a careers practitioner by the end of Year 11.
- Each Sixth Form student also receives an interview with a member of the sixth form team, and those with any concerns or queries can either self-refer or be referred for an additional support.

CEIAG activities by year group

Year 7

Introduction to different types of jobs / careers

Access to alumni YouTube channel

Access to the Unifrog platform to begin exploring future pathways and evaluation of personal skills

Year 8

Alumni/employer mentors

Introduction to Career Pathways

Jaguar Land Rover STEM event

Psychometric testing on the Unifrog platform; personality and interests profiles completed

Year 9

Morrisby Online Aspirations careers website (testing) + Unifrog exploration of GCSE subjects by career aspirations and personality / skills profiles

Online careers talks – various careers

Duke of Edinburgh Bronze Award Activities

CCF



Careers Fair

Managing Money

GCSE Choices

Take My Child To Work Day

Year 10

Morrisby Online – careers website – full psychometric testing and use of Morrisby analysis

Unifrog PSHE programme

Online careers talks – various careers

Labour Market Information

Masterclasses

Thinking about the next steps

Biology Olympiad Activity Programme

Alumni career talks

Careers Fair

Oxbridge preparation with dedicated advisor

Enterprise Day

Year 11

Morrisby Online – careers website – full psychometric testing and use of Morrisby analysis

Individual career interviews with an adviser

Employer masterclasses running throughout the year

Online careers talks – various careers

Interviews in February with senior staff re next steps

Career interviews and reviews

Subject talks

British Biology Olympiad

Unifrog A level choices guidance



A Level choices and Sixth Form Information Evening

Lower Sixth

Use of Morrisby – Labour Market Information

Online careers talks – various careers

Employer masterclasses

Skills and qualities involved in managing students' careers

CV writing

Career planning

Managing money talk by Investec

Thinking about the next steps – further education providers

Career Fair preparations

Individual career interviews with an advisor – using profiles

CCF

Careers Fair

Mock interviews

Oxbridge Student Conference

UCAS Fair

Career mentoring with alumni

Using LinkedIn

BASE competition

Dedicated off-timetable Careers Week, including guidance on using Unifrog to explore apprenticeship and university options, MOOCs and webinars; current apprenticeship opportunities and application; UCAS application and university guidance from appropriate institutions and guest speakers from a wide range of careers

Upper Sixth

Unifrog course and institution choices

One to one support from the Careers Co-ordinator on UCAS application and writing an effective personal statement

Subject lectures delivered by various universities



Online careers talks – various careers

Networking breakfast

International University Fair – 28 European and global institutions in attendance

Links with Liverpool University

BMAT, LNAT and UCAT preparation

TSA and subject specific university admissions test preparation

Regular meeting for the Oxbridge potentials

Weekly dedicated tutor meeting for UCAS

Student finance talk

Career mentoring with alumni

Using LinkedIn