

# **King Edward VI High School for Girls**

## **Careers Department Policy**

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Every girl at KEHS has the potential to be a leader of tomorrow and the Careers Education, Information, Advice and Guidance (CEIAG) at KEHS reflects the needs of a high achieving and ambitious pupil body. The careers advice and guidance is of a high quality and is focused on the individual talents, expectations and ambitions of each girl. Its vision is to inform, inspire and motivate.

All girls study A Level courses with virtually everyone going on to Higher Education. Some girls will take a gap year before going to university, whilst others will consider opportunities to access employment opportunities offered through Higher Apprenticeships.

### **Aims and Purpose:**

- To enable all students to make **informed choices** about their future careers and support them in making suitable and ambitious decisions.
- To encourage interest in and understanding of a **wide range of careers and educational opportunities** as possible.
- To **establish and consolidate mutually beneficial relationships** with industry, the professions, higher education establishments and organisations.
- To **inspire** and enable every student to identify their personal strengths, and help them develop skills and characteristics, to achieve the best possible educational and professional outcome after KEHS.

### **Objectives:**

- To source and provide up-to-date information about careers, universities, alternative post-18 opportunities, gap year projects and study abroad options
- To offer a programme of careers sessions and activities that include self-development, career exploration and career management so that students:
  - understand and develop their aspirations, competencies and options
  - become knowledgeable about Labour Market Information
  - gain insight into the workplace through work experience placements and in particular for our young women to have opportunities to meet professionals working in a range of industries as well as in non-stereotypical roles
- To be accessible at all times of the school day to all students for independent research with the opportunity, at designated times, to talk to a member of the Careers Department on a regular basis
- To liaise with individual departments to offer activities that promote subject specific career routes

**Statutory requirements and recommendations:**

In line with the Independent Schools Inspectorate Regulatory Requirements, our students have access to accurate, up-to-date careers guidance that is presented in an impartial manner, enables them to make informed choices about a broad range of career options, and encourages them to fulfil their potential. Our provision promotes equality of opportunity regardless of background and diversity. It is also guided by the statutory guidance for state schools ([Department for Education, October 2018.](#))

**Careers Programme at KEHS**

**Careers Education Sessions**

1. Junior girls are introduced to careers through a careers session and activities in the Thirds and delivered through the PDM programme in the Lower Fourth and Upper Fourth. The programme for the Upper Fourth sessions is designed to support them in their GCSE choices.
2. The careers curriculum is continued through PDM lessons in the Lower Fifth. There are a series of timetabled career talks specifically for the Upper Fifth in the Autumn Term. Enrichment lessons in the Sixth Form develop this work with consideration of, for example, interview skills.
3. Heads of Year and Form Tutors in the Lower and Upper Fifths and in the Sixth Form have a particularly important advisory role. The Head of Careers works closely with the Head of Sixth Form and Heads of Lower and Upper Fifth.

**Careers Department**

1. The Head of Careers is available during recess and lunchtimes for individual one-to-one consultation. It is also possible for Sixth Form students to book an appointment during free periods. Parents are very welcome to arrange a meeting if they would like.
2. The Careers Department operates an 'open access' policy so that all girls can use the Careers Room at any time during the school day as well as designated times after school.
3. A nationally recognised software package is used in Lower Fifth to assist girls in identifying possible career paths and next steps.
4. Students in Upper Fifth receive individual interviews with the Head of Careers prior to post 16 decision-making.
5. All students have access to the careers section on the school website and the careers newsletter. Additional software programmes allow students centralised online access to careers information.

### **Careers Fair**

1. A Careers Fair is held every two years. The emphasis may sometimes be specialist e.g. a focus on careers in science, or more general, with representatives of a variety of companies, organisations, professions and universities to whom there is opportunity for girls and their parents to speak.
2. Girls are also able to attend the annual University Fair organised by King Edward's School.
3. A Study Abroad event is offered every two years, jointly with King Edward's School.

### **Work Experience**

1. The aim of work experience is to provide students with the opportunity to undertake careers learning within a real work environment.
2. All Upper Fifth girls undertake a week of work experience after their exams have finished. This is compulsory. Girls are challenged to arrange their own placements and the Head of Careers is responsible for the overall organisation of the work experience programme.
3. Girls in the Sixth Form are encouraged to undertake work experience at every available opportunity.
4. All girls from the Upper Fifth and beyond have access to a Careers Journal in which they can record feedback from placements, careers research and interviews, draft personal statements and curriculum vitae using the careers software package.
5. The Careers Department disseminates information on work experience opportunities, courses, internships, scholarships, gap year experiences and placements.

### **Careers Talks**

1. A series of lunchtime talks are delivered by external speakers: alumnae, parents and local businesses and organisations, offering students in the Upper School the opportunity to meet professionals from a wide range of industries.
2. Industry specific networking events are hosted in collaboration with King Edward's School and the Development Office, thus providing further networking opportunities for students.
3. A Lower Sixth Careers and University Information Evening is held offering students and their parents the opportunity to hear from universities and employers about post A Level options.

### **Resources**

The Department has a wide range of resources in a dedicated Careers Room. These resources are updated on a regular basis. The room has three computer terminals, which enables girls to access the most up to date information online.

Policy updated in June 2019 (to be reviewed June 2020)

*The Head of Careers is responsible for Careers policy and reports directly to the Director of Sixth Form.*