



| <b>Careers policy</b> |                |                      |                    |
|-----------------------|----------------|----------------------|--------------------|
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## 1. Careers guidance aims

Poole Grammar School careers department has the following aims to support our students:

- Support growth and success for all our students, though working together and learning for life.
- Our students to believe in themselves and be actively engaged in their learning, seeing the connection between what they learn today and what they want to become tomorrow.
- Provide independent, impartial, professional advice and guidance to all students at key times in their journey through the school.

## 2. Rationale – The Gatsby Benchmarks

The Gatsby Benchmarks were developed on behalf of the Gatsby Foundation by Sir John Holman and are now enshrined in 2021 statutory guidance. They define what world class careers provision in education looks like and provide a clear framework for organising the careers provision at Poole Grammar School.

### **GB1: A Stable Careers Programme**

Poole Grammar has a well-established programme of careers-related activities throughout the school, backed by the entire school ethos with substantial resources allocated to it through a full-time careers leader and various programmes and software packages, as well as literature and materials. The effectiveness of the programme is monitored through destinations outcomes and systematic reviews of feedback obtained through voluntary and regular survey feedback opportunities and the Unifrog careers software which is then reviewed by senior managers and school governors. Full information about the careers work is published on the school's website and on the internal intranet (MOODLE).

### **GB2: Learning from careers and labour market information**

The school works closely with the Careers and Enterprise Company and Dorset Careers Hub to support work to meet the Gatsby Benchmarks ("GB"). Underpinning the work to achieve these key Benchmarks are lessons delivered through the personal, social and health education (PSHE / Life Skills) programme, alongside work through the tutor and Year Head teams from Year 7 through to Year 13. These lessons use evidence-based labour market information (GB2) from various sources to illustrate opportunities and paths that follow compulsory education at Poole Grammar School, as do the careers interviews with our school-based Careers and Higher Education Advisor, a registered Professional with the Career Development Institute, with relevant qualifications. Further information is also available through The National Careers Service and through KUDOS, introduced to students from Year 9 onwards. Labour market information is also made available on MOODLE, through links in our regular newsletters, regular assemblies, and a range of careers events.



### **GB3: Addressing the needs of each pupil**

The school takes its responsibility to those with additional needs (for example Pupil Premium, EAL and SEND) very seriously in addressing the needs of each student (GB3), and makes additional careers appointments for those students, as required, requested or recommended. Students at risk of leaving school without a positive destination in place are additionally given as much individual support as is reasonably possible both before and after their departure. The school seeks to work with external partners and agencies in supporting students with such risks. All students are encouraged to think beyond their own world view and have assumptions challenged through the careers program. Students are challenged to stretch their goals and reach for their targets. The school uses Unifrog to enable students to keep and access a record of their careers and enterprise activities. The Careers Leader obtains and keeps the destinations data for Year 11 and Year 13 leavers. These are updated whenever known and shared with school governors.

### **GB4: Linking curriculum learning to careers**

All staff have a responsibility for developing and recording their own elements of careers-related education and guidance within their own departments, tutor groups and lessons, ensuring that all aspects of curriculum learning are linked to careers (GB4). Staff and students are encouraged to record these links to careers in their teaching and learning on Unifrog. The Careers Leader supplements this work with displays around school linking to careers and department subjects. Careers interviews and assemblies also serve this purpose.

### **GB5: Encounters with employers & employees**

The school has a long-established history of running and attending key employer events, which include visits to their sites and visits from them to students in the school, for example through employer encounter assemblies (GB5). We welcome offers from all employers and employees to help with this work, particularly those which help challenge stereotypical opinions of a sector or job type, and from our alumni. We also offer enrichment opportunities to our 6th Form students, as well as the Duke of Edinburgh Award and Young Enterprise, developing employability skills. We strive to stretch imaginations and raise aspirations through delivery of these events and encounters. We are developing and enhancing access for all year groups to employers and alternative education providers.

### **GB6: Experiences of workplaces**

Our work experience programme in Year 10 has long been embedded as part of the careers offer. Alongside this a Year 12 work experience offer is available to all students in addition. Both these experiences help bolster our core engagement with employers and the community, as well as opening student eyes to lived experiences of workplaces (GB6). Large proportions of the Sixth Form



community hold part-time jobs as well as carry out volunteering, enrichment and additional work experience activities.

### **GB7: Encounters with Further and Higher Education**

Students engage with colleges, other schools, independent training providers and universities through our events and various visits, providing their encounters with Further and Higher Education (GB7). It is our aim to expand these into additional assemblies throughout the school year groups in the academic year 2022-23. Students also attend Careers and Apprenticeship shows put on by BCP and the Careers and Enterprise Company, as well as careers conventions at Parkstone Grammar School and other local provision. Providers are able to request access to all our students through our Provider Access Statement.

### **GB8: Personal guidance**

Personal guidance is at the core of our careers advice and education. Students are provided with compulsory appointments in Year 11 and all are offered additional appointments in the 6th Form. Those with additional needs are provided with careers support and input at their regular reviews in learning support. Students are also given guidance through the extensive tutor system, and pastoral care teams through the learning support assistants, our ELSA team, and the Behaviour Hub. Much emphasis is placed on ensuring that students receive the right advice at the right time, and all staff refer to the relevant staff with appropriate education, training and experience. Additional guidance on a one-to-one level is offered through mock interviews for UCAS and early entry candidate preparation through partnership with an external provider (DUO). Students are also referred to external providers, such as UP in Poole, Jobcentreplus, Spear, and the National Careers Service.

## **3. Year group provision**

Students experience a range of careers related activities throughout their time at Poole Grammar School. Their careers journey is adapted to their age and relevant forthcoming opportunities to allow them to investigate the options available to them as they progress through their education.

The school has a Futures Hub where students of any age are able to see the school Careers Leader or research careers related opportunities available to them. Additional opportunities for information and guidance are through key information evenings and interviews with academic staff and tutors at other junctures of the school, as well as through relevant assemblies.



## **Years 7, 8 and 9**

Students engage with an 'introduction to careers' programme and are given advice and guidance on careers decision making and their future choices. Tutors and teachers use Unifrog to support GB3 and on-boarding for this with students and their families takes place in Years 7 to 9. Year 9 students are given independent information on their potential options after age 14 at Poole Grammar School and elsewhere, including an information evening for parents and students. Students access development opportunities and ideas through the use of Unifrog and KUDOS, an online assessment, providing students with suggestions and in-depth ideas for them to explore future career and employment options.

Students in Year 9 make options choices in the spring term and are supported through this with parents' evenings and one to one discussion where appropriate.

## **Year 10**

Careers advice and guidance is delivered as part of the personal, social and health education (PSHE / Life Skills) programme. The first of a number of direct experience of workplaces opportunities is to take part in a week of work experience. This is compulsory and takes place at the end of Year 10. Careers related opportunities such as the Careers and Apprenticeship show are attended.

## **Year 11**

Students are invited to attend careers events in September or March. A post-Year 11 information evening is delivered in the autumn term. All Year 11 students, and their parents and carers are invited to a one to one session with the qualified and registered Careers and Higher Education Advisor (careers advisor). Additionally, information evenings are provided on options after 16 years old, as well as an Oxbridge Information Evening. In August after GCSE results are issued, students can request an appointment to see a senior member of staff and / or the careers advisor for impartial advice and guidance on their options after 16 years old.

All applicants to Poole Grammar School Sixth Form have a guidance meeting with senior members of staff to discuss their option choices.

## **Year 12**

Students have opportunities to attend careers events in the autumn term. A 'post Year 13 options evening' is provided in the spring term, along with an Oxbridge information evening. The careers advisor provides a bespoke programme to support students applying to Oxbridge and / or for Higher Education (HE) courses in medicine, veterinary medicine and dentistry. All Year 12 students are invited to a one-to-one session with the careers advisor to discuss their apprenticeship / career / Further, Higher and Technical Education aspirations. In the summer term Sixth Form tutors and Year



Heads deliver a school-leaving options programme that enables students to assess the opportunities available to them. All Year 12 students are expected to arrange a one week work experience opportunity in the final week of the summer term.

### **Year 13**

Students have a final opportunity to attend careers events. All Year 13 students, and their parents / carers, who are not intending to progress to Further, Higher or Technical Education are invited for another one to one session with the careers advisor. In August after A level results, students can make an appointment to see a senior member of staff and / or the careers advisor for impartial advice and guidance on their options on leaving school.

#### **4. Careers overview**

Overviews of the programme are available for students, staff, parents and employers on our school website [www.poolegrammar.com](http://www.poolegrammar.com). Feedback on the effectiveness of the programme is sought through Unifrog, as well as paper and anecdotal feedback from all stakeholders. Overall effectiveness of the programme is reviewed by the Education Governors committee every year, and is completed each term, through the detailed use of the Compass assessment tool for the Careers and Enterprise Company and BCP.

#### **5. Poole Grammar School Careers information**

Further information can be found via the school website [www.poolegrammar.com](http://www.poolegrammar.com) or contacting [careers@poolegrammar.com](mailto:careers@poolegrammar.com) or 01202 692132 ext 269

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