# Careers Policy

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This Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

LONDON PARK SCHOOLS CLAPHAM MAYFAIR SIXTH HYBRID | Dukes EDUCATION

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**London Park School Mayfair, Hybrid & Sixth Careers Policy**

## Aim

The policy aims to promote a career development culture, which supports our school's mission and the standards set for independent schools. At London Park School Mayfair, Hybrid & Sixth, we want every student to know that they own their career aspirations, plans and decisions from the outset. Students should be supported to make these decisions while at school, with enough knowledge and confidence that they are prepared to go out and achieve their aspirations in the wider world.

To make good career decisions, students need to identify how their strengths, weaknesses and interests relate to the current and future world of work. Through a programme of structured curriculum and other activities, we aim to prepare our students for their future lives in education and work, and to develop career planning and all the employability and management skills needed to make successful transitions. We believe that effective careers education and guidance not only contributes to the well-being of individuals but raises the aspirations of all.

## Introduction

London Park School Mayfair, Hybrid & Sixth is committed to providing our students with a stable and high-quality programme of Careers Education, Information, Advice and Guidance (CEIAG), and work-related learning. London Park School Mayfair, Hybrid & Sixth follows the **Gatsby Foundation's 8 benchmarks** for good guidance from research undertaken. The 8 Gatsby benchmarks to review and focus our own provision for CEIAG are: A stable career programme

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

## Careers Policy Programme Objectives

- To promote aspiration and inspire all our students, regardless of background and diversity groups
- To enable students to make informed choices about a broad range of options open to them and allowing them to consider the widest possible range of careers
- To encourage participation in continued learning, including higher education and eventually employment, encouraging students to fulfil their potential
- Develop enterprise and employment skills
- To timeously meet the needs of individual students through appropriate differentiation, allowing them to 'know themselves'
- To provide career and labour market information to facilitate good choices
- To involve parents and carers

## Roles and Responsibilities

The careers programme is overseen by the Senior Leadership Team. There is additional input from the Heads of Section (Head of Year 7, 8-9, 10-11 and the Learning Enrichment department.

## Staffing

The careers programme is planned, monitored and evaluated by the Senior Leadership Team. However, all staff contribute to careers and work-related learning through their capacity as tutors, PSHE tutors, subject teachers, and workplace role models.

**Staff training and development**

Careers staff are provided with training relating to updates and issues surrounding CEIAG and the Gatsby Benchmarks, as well as any other training necessary. Staff training needs are met through their career development plan.

**Funding and resourcing**

Funding is allocated from the annual school budget, planned in context of the whole school budget. The budget provides funding for resources for teachers, relevant Heads of Section and SLT, and printed and electronic resources. The Sixth Form library is well resourced with a careers specific resources, and this is maintained by the Head of Sixth Form with up-to-date information for students to investigate a range of careers and employment or education options.

**Student entitlement**

Throughout their time at London Park School Mayfair, Hybrid & Sixth, students are offered a range of experiences, including the opportunity to acquire the skills necessary to be successful in the world of work, and to learn about different careers and opportunities available to them. Each student is provided with individual guidance about education and training beyond school to help them make the most of their abilities and skills. This advice and guidance, which is impartial with no bias or favouritism, is available across all year groups. Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development, learning about careers and the world of work, and developing career management and employability skills.

During their time at London Park School Mayfair, Hybrid & Sixth students can expect:

- Introduction to the skills they will require to enhance their employability.
- The support they need to make the right options choices for GCSE, A-Level and post-18 options.
- Access to up-to-date and unbiased information on future learning and training, careers, and labour market information.
- Individualised support to develop the self-awareness and career management skills needed for their future.
- Specific career lessons, delivered through PSHE and other one-off inputs during tutor time from Year 7-13, covering options after school, the world of work, the job market and the skills needed for the future.
- Access to one-on-one career advice, which is impartial and independent, by appointment, both from the Heads of Section and independent, externally trained, Careers advisors.

- To experience meaningful encounters with education and training providers, including colleges and universities, apprenticeship providers. This could include visits, taster days, assemblies, talks and lectures as well as meetings at school.
- To experience a meaningful encounter with a representative from the world of work during each year at school. This could be through work experience, career events, assemblies, career talks or visits.
- That their parents and/or carers will be provided with information to support their child's career planning and decision making.
- To evaluate and give feedback about the services they receive to enhance the offering and improvement loop.

## Management and Delivery

The programme is delivered through a combination of curricular and extracurricular interventions as well as the PSHE lessons and whole school, weekly pastoral themes and assemblies, including;

- Citizenship week (November)
- Careers week (December)
- Computer Science week (December)
- Communication week (January)
- Safer Internet week (February)
- Business week (June)

**Lower School: Year 7 and Year 8**

Curriculum focus is on learning the skills required to enhance employability.

**Middle School: Year 9, Year 10 and Year 11**

Year 9: All students have / will:

- a one-on-one interview with Head of Section and Form Tutor to discuss subject choices for GCSE.
- attend an Options Assembly
- attend an Options Event with their parents.
- participate in a Careers workshop
- attend a session where they are informed about what employers want.

Year 10: All students will:

- Participate in a Careers workshop led by Inspirational Learning Group.
- attend an Employability Day

Year 11: All students will:

- have a one-on-one interview with Head of Section and/ or Form Tutor
- attend an Options Assembly
- receive an Options Booklet
- attend an Options Evening
- participate in the Bridge to Sixth day, with sessions on employability skills and core transferable skills
- attend A Level taster lessons
- receive guidance about CV writing and letters of application

**Sixth Form**

Year 12: All students will have the opportunity to:

- attend a 6th form transition talk with INvestin
- attend the UCAS University Discover Day
- receive specific preparation for key aspects of university applications (personal statement, choosing a course/ institution, finance, etc.)
- attend a Dukes Higher Education Evening with parents
- attend a UCAS and Apprenticeship Evening (online)
- attend the visiting speaker programme with careers specific topics
- receive 1:1 meeting with their Head of Section to discuss higher education plans
- participate in a program of employability/ life skills, primarily delivered through PSHE/ enrichment
- have access to free online webinars, workshops and resources through Dukes Club

Year 13: All students will:

- participate in a program of employability skills, primarily delivered through PSHE
- receive UCAS application and submission advice, for application to universities
- have access to free online webinars, workshops and resources through Dukes Club
- attend mock medical, dentistry, veterinary and Oxbridge interviews if applicable through Dukes Education
- receive personal finance enrichment lessons

Alongside the curriculum activities above there are many other elective opportunities for students to engage in Careers Education throughout the year.

- a wide range of careers talks and events which include lunchtime sessions, evening Q&As and in school workshops
- the opportunity to attend a summer, immersive work experiences programme run by INvestin (Year 11-13)
- one-to-one sessions which can be arranged with the Heads of Section to provide impartial guidance, exploring feasible options in higher education, careers, gap years, internships, and apprenticeships.

London Park School Mayfair, Hybrid & Sixth has an involved parent body community who are always happy to provide further support for our initiatives. Careers guidance is not only a set of interventions. It is a process where Senior Leadership, Heads of Section, tutors, and all teaching staff monitor each student's development, helping them to "know themselves" and gain a personal understanding of the career options that would support them to succeed in their adult life. The process also assists in preventing social stereotyping, and allows students to relate their individual interests, strengths, and weaknesses to the world of work and to give them access to a wide range of career options.

## Careers Policy Partnerships

London Park School Mayfair, Hybrid & Sixth makes use of its affiliation with external consultancies within the Dukes Education family to support the Careers Programme including the Medic and Lawyer Portals, A List (applications to the US), Oxbridge Admissions and INvestin. We maintain an active interest in the professional networks of individual staff, many of whom are happy to return to London Park School Mayfair, Hybrid &

Sixth to provide presentations/talks, interviews, one-to-one or small group sessions. We have developed further links with the parent body through The Friends of LPS.

**Parents and Carers**

Parental involvement is encouraged at all stages of the programme. Online resources have been specifically selected to help parents become more involved, including access to online webinars and resources through membership of the Dukes Club, to which all parents have access upon registering. All online resources are easily accessed either via the Parent's Portal or via the Dukes Club website. Parents are kept up to date with careers-related information through letters, newsletters, open evenings, and weekly parent communication.

**Monitoring, review, and evaluation**

Our careers offering is monitored and evaluated continuously throughout the year. After every event, the students give feedback, and this is used in reviewing the careers programme for the following year. The School's Development Plan is used when reviewing the careers offering to ensure that the Careers Programme delivery fully supports the whole school's aims and all aspects of CEIAG in the school are met.