



The Tiffin Girls' School

CAREERS AND WORK EXPERIENCE POLICY

REVISED June 2023

Introduction

1. The Tiffin Girls' School has high quality careers advice and guidance, to support our high achieving and ambitious students. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with a selective and highly academic school.

Aims and purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
 - Support students in making informed decisions which are suitable and ambitious for them
 - Provide students with well-rounded experiences
 - Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
 - Inspire and motivate students to develop their aspirations
 - Ensure compliance with the Gatsby Benchmark requirements, specifically the Baker Clause
2. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

3. The careers provision at The Tiffin Girls' School is in line with the statutory guidance developed by the Department for Education, which refers to the following legislation:
 - Section 42A, 42B, 45 and 45A of the Education Act 1997
 - Section 72 of the Education and Skills Act 2008
 - Schedule 4 (15) of the School Information (England) Regulations 2008
4. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:
 - be impartial
 - include information on a range of pathways, including university options or apprenticeships
 - be adapted to the needs to the student
5. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.
6. The recommendations from the 'Girls' Career Aspirations' [Ofsted Report](#) are also used to guide the careers provision at The Tiffin Girls' School.

7. The recommendations include:
- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long-term earnings
 - to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
 - to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
 - to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that girls and young women can make informed choices
 - to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
 - to consider ways in which mentoring could be used to help support young women in overcoming barriers to achievement
8. Our careers programme aims to address these recommendations through participation in industry-led award schemes and competitions in STEM subjects, challenging stereotypes through the PSHE programme, linking skills and knowledge in lessons to careers, and inviting speakers from a wide range of careers.

Careers Provision at The Tiffin Girls' School

9. All students have access to the following:
- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs is available on the school website.
 - The school's careers Google site has information on the different education pathways appropriate to our students, details of careers news and events, links to external sources of labour market and careers information and details of work experience opportunities
 - TiffinTalks tap into our alumnae network and introduce students to a range of careers that inspire and motivate the students. .
 - Careers appointments with the Careers Advisor, on request or via lunchtime drop-in sessions
 - The careers newsletter and the careers and university section in the LRC.
 - The 'Start' platform. This platform introduces the students to different career choices and education pathways, including technical routes and apprenticeships, and is used to record their careers interactions during their time in the school
10. Students with Special Educational Needs or Disabilities (SEND):
- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
 - Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.
 - Every SEND student has a 1:1 careers interview in Year 10
11. Students in receipt of Pupil Premium funding
- Personalised support will be given to these students and they will receive a 1:1 careers appointment in Year 10.
12. Careers Leader
- At The Tiffin Girls' School, the Careers Leader works alongside the Assistant Headteacher (AHT) with responsibility for careers to develop a strategic Careers Development Plan and an annual Careers Programme for the school. This is in line with the Gatsby Good Careers Guidance.

13. Key Stage 3

- The options programme for Year 9 is designed to support them in their GCSE choices.
- The pastoral curriculum in Year 7-9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is through mini-enterprise in Year 9.
- Students in Year 9 have the opportunity to take part in the Bronze Duke of Edinburgh's Award, to help them develop employability skills such as communication, commitment, leadership and teamwork. The vast majority of students participate in this circa 90% of a year group.
- Year 7 students are given an introduction to the 'Start' online careers platform at an appropriate point in their PSHE programme and Years 8 and 9 continue to use the platform to support careers-related activities in their pastoral sessions.

14. Key Stage 4

- Year 10 have a Careers Unit in the summer term as part of their pastoral programme. This covers post-16 options, accessing and using Labour Market Information and an introduction to work experience, as well as sessions with speakers that cover a wide range of careers and education pathways.
- Approximately half of Year 10 students take part in the Duke of Edinburgh's Silver Award each year.
- Students in Year 11 undertake Work Experience. The students receive extensive application support with key opportunities advertised and CV and covering letter writing guidance.
- The options programme for Year 11 supports their post-16 choices.
- The pastoral curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising.

15. Key Stage 5

- There is a range of support for post-18 options choices through:
 - A Higher Education lesson, as part of the curriculum. This is run once a week for Year 12 and covers both university and non-university (degree apprenticeship) routes. Students receive talks from university tutors as well as current and recent graduates.
 - Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
 - Attendance at local HE Fairs
 - Students are encouraged to enter university essay competitions.
 - There is a dedicated team to support students with the UCAS and apprenticeship application process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
 - Interview preparation, practice and workshops are led by departments and the Sixth Form team.
 - There is preparation for and support with aptitude and pre-admissions test.
- The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances.
- Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition, charitable house activities led by the Student Leadership Team and RAG Week that develop students' entrepreneurial skills.
- Sixth Form students are encouraged to undertake volunteering and work experience to support their post-18 applications.
- A number of students take part in the Duke of Edinburgh's Gold Award. The students are also encouraged to lead extracurricular clubs, activities and events as a means to gain leadership skills

16. Alumnae

- Alumnae are invited to be speakers at the TiffinTalks and share details of their profession, career path and further education with current students. Alumnae also speak at KS4 and KS5 Celebration Evenings, and offer work experience placements.

Work Experience Provision at The Tiffin Girls' School

- 17.** The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.
- 18.** All students are offered the opportunity of two weeks' work experience in the July of Year 11, once they have finished their GCSEs. This is not a compulsory part of the curriculum, but is undertaken by the majority of students.
- 19.** The overall organisation of work experience is undertaken by the Work Experience Co-ordinator (WEC), who liaises with the Head of Year 11.
- 20.** The students are encouraged to arrange their own work experience where possible, through family contacts, by direct approach to organisations or via the online work experience platforms used by the school. The WEC also advertises work experience opportunities with the school's parents, alumnae and other contacts.
- 21.** Parents are required to give consent for their child to take part in the work experience programme and they receive full details of their child's work placement.
- 22.** Students in Sixth Form are encouraged to undertake further work experience placements in their own time.
- 23.** All students on placement are covered by the employers' insurance.

Provider Access

- 24.** The school complies with the Provider Access Legislation requiring all schools and academies to provide opportunities for a range of education and training providers to access all year 8 to 13 pupils to inform them about approved technical education qualifications and apprenticeships. Our Provider Access Policy Statement is published on the school website.

Monitoring and Evaluation

- 25.** We will use feedback on key events, destinations data, learning outcomes and responses to student and parent surveys, as well as termly Compass+ evaluations, to assess the impact of the careers programme and to help identify areas for improvement.

This policy should be read in conjunction with the following policies and documents:

- Provider Access Policy Statement
- Curriculum Policy
- Equality, Diversity and Inclusion Statement and Policy
- Teaching and Learning Policy
- Trips Policy
- SEND Policy
- Pupil Premium Strategy Statement