



GENEVA ENGLISH
SCHOOL

Careers Guidance, Work Experience and Universities/Tertiary Education Advice (Secondary)

INTRODUCTION

Our programme of careers guidance and education aims to provide pupils with the necessary awareness and understanding to access further education, vocational training or employment. The desire to want to continue to learn in all aspects of their future lives should be a key value held by all pupils leaving GES Secondary. We aim to provide opportunities to develop key enterprise skills and attributes that are highly valued by employers, colleges, universities and apprenticeship providers.

FRAMEWORK

Since September 2012, schools in the UK have had a duty to provide independent and impartial careers guidance for pupils from Year 8 to Year 13.

We take note of the statutory guidance issued by the DfE in January 2018: *Careers guidance and access for education and training providers*. In particular, we note the Gatsby Charitable Foundation's Benchmarks and aspire to meet them by the end of 2020.

AIMS

- To ensure that our pupils are able to:
 - Understand themselves and develop to their full potential (both academic, extra-curricular and personal) overcoming barriers to progression and challenging stereotypes in careers
 - Investigate and research careers and job opportunities and develop a general understanding of the world of work
 - Understand the requirements and possibilities within Further and Higher Education and gain knowledge of Apprenticeships and Vocational Pathways
 - Recognise, develop and apply enterprise skills and values
 - Have experience of working practices and environments
 - Know how to access unbiased, impartial, up-date information, advice and guidance
 - Have opportunities for a personalised careers guidance interview
 - Have opportunities to learn about a range of careers

- To ensure our parents are well informed and able to support their child in important decisions

ROLES AND RESPONSIBILITIES

Assistant Head (Careers Leader)

- To organise an annual careers fair for pupils in all year groups in the Summer Term with the help of our Parent Representatives
Parents and contacts of parents come to GES Secondary and set up a stall to represent their profession, explaining how pupils might get into this career and what skills and values their profession values in new graduates and other applicants. This gives our pupils the opportunity to ask questions and also raises an awareness of a range of different professions.
- To work closely with external consultant David Wahl, Managing Director at Scientia Education and Consulting
Use David's expertise to stay up to date with information about different universities around the world and their entrance requirements. Organise for David Wahl to speak at an information evening for our Year 10 parents about preparing university applications and university choices.
- To invite external speakers (usually once a term) into school to talk about their careers and what skills and values their profession would now value in graduates, exposing our pupils to a range of different professions and also offering them role models

Head of KS3

- To organise an option evening for Year 9 parents in the Autumn Term

Head of KS4

- To organise work experience for Year 10 in the Spring Term

Head of PSHCE

- To raise awareness about a variety of different careers and challenge stereotypes in certain professions
- To develop an understanding of our pupils' skill sets and strengths
- To support pupils in Year 9 in the Autumn Term with their GCSE option choices

Tutors

- To conduct one-to-one interviews with their tutees once a year to track their progress, interests, skills, values, academic strengths and extra-curricular interests
- To develop an understanding of our pupils' skill sets and strengths
- To support pupils in Year 9 in the Autumn Term with their GCSE option choices

All Teachers

- To provide work related and enterprise contexts for their pupils' learning
- To plan schemes of work with opportunities and references to real world contexts with regards to both content and skills/values
- To organise cross-curricular project days where the pupils are off timetable and are given the opportunity to work in a more real-world, work environment e.g. Design Thinking Day or Sustainable Living Day
- To organise extra-curricular activities that help to develop skills that will help with employability: e.g. Entrepreneurship Club, Journalism Club, Creativity Club and STEM Club

Author, Catherine Peart, Assistant Head

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