



2e CAREERS POLICY

This policy has been written in accordance with the ISI Commentary on the Regulatory Requirements 2018 and an awareness of the Careers guidance and access for education and training providers 2018. Queen Mary's School strives to provide all pupils with the opportunity to be the best they can be. The Careers Department operates with impartiality and in the context of the School's Mission Statement:

Ut Serviamus

A Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School.....

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendship

Queen Mary's School Careers Department conducts itself in an impartial manner and aims to prepare pupils for life by equipping them with the knowledge to enable them to make informed decisions. Pupils have a wide breadth of learning experiences both in and outside of the classroom, strong relationships exist between pupils, parents and staff. Queen Mary's School expects pupils to behave with a strong moral compass, rise to a challenge and not be afraid to fail. The School has a positive can do culture that facilitates pupils, staff and parents to have high aspirations. The approach the School adopts to Careers is one where pupils are encouraged to question and research, strive to develop their skill set, reflect, gain insight into the various plethora of possible career paths, whilst fundamentally trying to fulfil their true potential.

Careers delivered through PSHCE

Careers units of study are delivered through PSHCE in Years 7-11. The Careers units are planned and taught by the Head of PSHE (Please see the attached Careers units for Year 7-11 in appendix 1).

Individual Meetings with the Director of Studies

Pupils in Year 9 have a 1:1 meeting (55 minutes) with the Director of Studies. During this meeting pupils may discuss possible option choices, options evening presentations, useful websites, career ideas, career paths, evidencing their interest in particular career paths, work shadowing and work experience. The Director of Studies takes notes during the meetings and a copy of the notes is given to the pupil and their tutor and the Director of Studies also retains a copy. Pupils are encouraged to talk through the meeting notes with their parents and ask their parents to gain assistance in attaining possible work shadowing/work experience opportunities and to help them gain further insight into particular career fields e.g. Parents' agreeing to purchase a particular British Medical Journal. (Please see the Careers Evidence Files for copies of the Year 9 meeting notes).

In Years 10 and 11, pupils have a 1:1 meeting (55 minutes) with the Director of Studies. These meetings may involve discussions about career ideas, useful websites, evidencing interest in particular career paths, researching particular careers/courses, work shadowing/ work experience, post 16 options in regard to places of study, particular courses/apprenticeships entrance requirements, scholarship examinations, mock interviews, open days and application deadlines. The Director of Studies takes notes during the meeting and a copy of the notes is given to the pupil and their tutor. Pupils are encouraged to talk through the meeting notes with their parents and ask their parents to assist them in attaining possible work shadowing/work experience opportunities, research about particular career paths, research about and visit particular post 16 places of study, facilitate pupils to attend particular open days/taster experiences and to help them be equipped with the knowledge to make an informed decision in regard to the path they take after Queen Mary's School.

Meetings with the Head and Director of Studies for Parents

Any parent, in any Year group, may arrange to meet with the Director of Studies at any point in the Year to discuss career ideas/post 16 educational options.

Parents of pupils in Year 10 and Year 11 are offered the opportunity to meet with the Head and Director of Studies in regard to possible post 16 choices. Please see a copy of the email sent to all Year 10 parents in the Careers Evidence Files.

Options Evening

Parents and pupils in Year 9 are invited to an Options Evening, where having completed their Careers unit in PSHCE (please see appendix 1 for further detail) and having had an individual careers meeting with the Director of Studies, they can choose to attend various subject presentations informing them about particular GCSE subjects. At the Options Evening pupils are given a copy of the Options Booklet

that contains detailed information about each particular GCSE and the School's option blocks, please see the Careers Evidence Files for a current copy of the Option Booklet. A member of the Futurewise Careers Team is also present throughout the Options Evening and attends the Year 9 Parent/Teacher Consultation to provide parents/pupils with further guidance in relation to Year 9 option choices. Following the Options Evening, The Head of Support for Learning and the Director of Studies arrange meetings with the parents/guardians of pupils with particular learning needs. A bespoke approach is adopted in regard to how many GCSE subjects an individual should take and if appropriate additional Support for Learning lessons should be built into an individual's timetable.

Open Day Information

The Director of Studies acts impartially and shares any invitations received to post 16 Open Days with pupils at School Prayers. The Director of Studies informs the pupils about the Open Days and pupils may choose to collect a leaflet/programme about the Open Day as they leave Prayers.

Futurewise Careers

Queen Mary's School pays a membership fee to Futurewise Careers. This membership provides Queen Mary's with regular Careers Newsletters that are sent to all pupils in Years 7 -11, parents of pupils in Years 7 -11 and a copy is also sent to all academic staff. (Please see the Careers Evidence Files for examples of the Newsletters sent to parents/pupils in Years 7-11 and all academic staff). As a member of Futurewise, the Director of Studies has access to the Futurewise Careers Helpline, this provides accurate, current careers information. Please see the Careers Evidence Files for examples. Queen Mary's also pays extra fees on top of the annual subscription to Futurewise Careers to enable every pupil in Year 11 to have an individual careers meeting with a member of the Futurewise Team in regard to their post 16 courses. The Futurewise Careers member takes notes during these meetings and a copy of the notes are sent to the Director of Studies who then sends them to the Year 11 pupil, their parents and the individual pupil's tutor. Please see the Careers Evidence Files for examples of the notes and action plans provided by Futurewise Careers Team for Year 11 pupils.

Queen Mary's School strives to support pupils to be the best they can be and there are many wider career insights that are afforded to pupils through other areas of the School: The various STEM opportunities that are offered to pupils through the Science Department, the Oxford Classics Open Day visit, the Head of History taking pupils to Bright Minds Conference or the annual Female Futures Fair for girls and parents. Pupils have opportunities to fund raise for charity events, demonstrate their wider skills in holding positions of responsibility, delivering presentations, debating, being a member of the School Community Service Group and doing the Duke of Edinburgh Award. Visiting speakers have addressed pupils and provided insight into particular careers, visiting speakers have included Lieutenant Colonel Katie Hislop and Dr Suzy Lishman CBE, Consultant Histopathologist at Peterborough City Hospital, who was president of the Royal School of Pathologists.

Queen Mary's endeavours to open the minds of pupils and to equip them to be confident, independent thinkers and workers who have the skills, emotional intelligence, resilience, determination, and discipline to achieve in the modern world. The Careers Department at Queen Mary's fully supports and acknowledges the role it has to play in preparing pupils to be in a position to make informed decisions at key stages during their School life and beyond.

Mrs M Smerdon
Director of Studies

Review Date: March 2019
Next Review Date: March 2020