



SGGS Careers Programme

Aims - The SGGS Careers Programme aims to foster the skills that are necessary for students to be successful in the world of work as well as enabling students to access information about specific career paths and employment opportunities.

The Careers Programme at SGGS is designed to follow the Gatsby Benchmarks – a framework of 8 guidelines that define the best careers provision in schools and colleges:

Benchmark	Description
1. A stable careers programme	Every school should have an embedded programme of careers education and guidance that is known and understood by pupils, parents and carers, staff, governors, employers and other agencies.
2. Learning from career and labour market information	All pupils, parents and carers, teachers and staff who support pupils should have access to good-quality, up-to-date information about future pathways, study options and labour market opportunities. Young people with special educational needs and disabilities (SEND) and their parents and carers may require different or additional information. All pupils will need the support of an informed adviser to make the best use of available information.
3. Addressing the needs of each young person	Pupils have different careers guidance needs at different stages. Careers programmes should help pupils navigate their concerns about any barriers to career progression. In addition, opportunities should be tailored to the needs of each pupil, including any additional needs of vulnerable and disadvantaged pupils, young people with SEND and those who are absent.
4. Linking curriculum learning to careers	As part of the school's programme of careers education, all teachers should link curriculum learning with careers. Subject teachers should highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of career pathways.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities, including visiting speakers, mentoring and enterprise schemes, and could include pupils' own part-time employment where it exists.

6. Experiences of workplaces	Every pupil should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them, including academic, technical and vocational routes. This should incorporate learning in schools, colleges, independent training providers (ITPs), universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance meetings with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These meetings should be available for all pupils whenever significant study or career choices are being made. They should be expected for all pupils but should be scheduled to meet their individual needs. The careers leader should work closely with the careers adviser, SEND coordinator (SENDCO) and other key staff to ensure personal guidance is effective and embedded in the careers programme.

The Careers Programme inevitably has an element of variation year on year but always includes a number of key elements e.g. assemblies and lunchtime talks from external speakers; work experience and the sharing of information and guidance via PSHE lessons and events such as Careers Fairs.

There are “one off” events that also occur from time to time (often they are linked to external funding or unique opportunities).

Year 7	PSHE lessons cover a range of Careers related topics (as part of a wider curriculum) including “Managing Money” and “My online personality”. Students receive their Unifrog log in and attend a lesson where they have time to explore the platform to understand what Unifrog is and the tools available. The focus in Year 7 is broad and encourages students to learn about their interests and strengths rather than a narrow focus on specific career areas. Students attend a creative careers assembly in November.
Year 8	The PSHE programme builds on Year 7 work and starts to have more of a specific careers focus covering sessions on “How has technology changed the workplace” and “What skills are employers looking for”. Students attend a creative careers assembly in November and an apprenticeships assembly in February.
Year 9	The PSHE programme continues to build on previous years and allows students to explore careers that interest them and to find out about self-employment options. Options Assembly in December begins the options process. Presentation for parents and students at the Year 9 Progress Evening and a booklet detailing options. Students attend a green careers assembly in November to find out about careers and pathways within this sector.
Year 10	Presentation for parents/carers and students at the start of Year 10 including information on Unifrog.

	Students attend work experience assemblies to launch the process and to prepare them before they go out on placement. Students find out more about the apprenticeships pathway and take part in a lesson on work experience preparation and employability skills within PSHE. Students attend a half-day workshop delivered by one of the Armed Forces (Army, Navy & the RAF) which includes sessions on apprenticeships and pathways into careers within this sector as well as team building skills. Students take part in a 3 day work experience during Enrichment Week.
Year 11	Year 11 assemblies include post 16 options. All students have a one-to-one careers meeting with our Careers Adviser to discuss their post 16 options and future career ideas. Students attend a whole day workshop on ELD focussing on life skills, financial management, and careers. Students attend Sixth Form Familiarisation Day to prepare for entry to sixth form.
Year 12	All Year 12 undertake a week's work experience placement during Enrichment week and students get the opportunity to select 'work experience and skills' as their weekly curriculum enrichment option Study Abroad evening offered early in Autumn term in collaboration with AGS and KES Post 18 options evening held in January provides students and parents/carers with information from apprenticeship providers and higher education institutions Individual support from the Careers Adviser and/or Head of and Deputy Head of Sixth Form for UCAS application process and post 18 pathways Futures Enabling Programmes delivered for Aspiring Minds (Oxbridge applicants), Med Minds (Medicine, Dentistry & Veterinary applicants) and Practical Minds (Higher & Degree Apprenticeship applicants) to support students on their chosen pathway PSHE and Assembly programme includes talks from Universities, Apprenticeship providers and alumnae to support students with their post 18 choices 1:1 careers meetings available for all students
Year 13	Mock interviews to support all early applicants for clinical and oxbridge applicants PSHE programme includes talks from Universities to support with preparing for University Life including student finance, budgeting and living away from home Individual support from Careers Adviser and the rest of the Sixth Form team for managing post 18 applications including UCAS, apprenticeships, conservatoires, studying abroad applications and offers Careers Advisor meets with all students one to one who are taking a gap year or applying for apprenticeships 1:1 careers meetings available for all students
All / multiple year groups	Biennial Careers Fair in March – students and parents/carers from Year 9 to Year 13 are able to attend. SGGS Speaker Programme – students from Year 9 to Year 13 are invited to attend lunchtime career talks throughout the academic year relevant to their interests National Career Campaigns: Green Careers Week, Creative Careers Month, National Apprenticeship Week and National Careers Week - employers embed into curriculum areas and tutor group activities Weekly lunchtime careers drop – open to all students from Year 7 to Year 13

	Individual one-to-one careers meetings are available with the school's Careers Advisor – students can teams message or email to arrange an individual meeting Students are registered with Unifrog from Year 7 and it remains available to them until 4 years after they leave. Unifrog aims to support progression through the GCSE, post 16 and post 18 pathway but also enables students from Year 7 to start logging skills and careers activities to build up their individual portfolio. Careers events and opportunities shared with students through relevant Microsoft Teams Channels.
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