



Careers Policy

Bancroft's
Independent Co-educational Day School 7–18

Careers Policy at Bancroft's School

Aim

The aim of the policy is to promote a career development culture which supports the mission of our school and standards set for independent schools. At Bancroft's we want every pupil to know that they own their career aspirations, plans and decisions from the outset. Pupils should be supported to make these personal decisions while at school, with enough knowledge and confidence that they are best prepared to go out and achieve their aspirations after school.

To make good career decisions pupils 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 pupils 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

Bancroft's 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. Bancroft's 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:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Programme Objectives

- To promote aspiration and inspire all our pupils, regardless of background and diversity groups
- To enable pupils 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 pupils to fulfil their potential
- Develop enterprise and employment skills
- To timeously meet the needs of individual pupils 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/Responsibility and Accountability

The Careers Department is run by the Head of Careers, Innovation and Entrepreneurship, Michelle Dean, supported by the Sixth Form, Higher Education & Careers Administrator and is line managed by the Senior Deputy Head, Debbie Picton.

Staffing

The Careers programme is planned, monitored and evaluated by the Head of Careers, Innovation and Entrepreneurship. The Careers office is assisted by the Sixth Form Higher Education and Careers Administration Officer.

All staff contribute to careers and work-related learning through their capacity as tutors, learning-for-life 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, planning around in the context of the whole school budget. The budget provides for the Head of Careers, Innovation and Entrepreneurship as well as printed and electronic resources.

The school library is well resourced with a Careers Library which is maintained with up-to-date information for pupils to investigate careers.

Digital information resources and applications provide an essential component of careers learning and a range of software products are available for pupil use. These include:

- JED (a Job Explorer Database for all ages)
- Unifrog (platform to explore University courses and Apprenticeships)
- Morrisby (High quality careers platforms, assessments and guidance resources.)

Student entitlement

Throughout their time at Bancroft's, pupils are offered a range of experiences, firstly 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 pupil 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, impartial with no bias or favouritism, is available across all year groups.

Pupils are encouraged to take an active role in their own career development, so the careers programme emphasises pupil 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 Bancroft's pupils can expect:

- Introduction to the skills they will require to enhance 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
- Career lessons, Learning-for-Life, and other one-off inputs during tutor time from 3rds to U6th, 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 Head of Careers Innovation and Entrepreneurship at Bancroft's 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, fairs, Old Bancroftian events, or visits.
- Their parents and/or carers will be provided with information to support their child 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 extra-curricular interventions.

Preparatory School

The PSHEE curriculums includes many of the career's topics like financial education and the pupils can attend an extra-curricular club called Business Enterprise

Lower School

Curriculum focus is on learning the skills required to enhance employability.
All pupils have access to the Job Explorer Database (JED).

Middle School

L4: All pupils have

- a one-on-one interview with Head of Careers, Innovation and Entrepreneurship to discuss subject choices for GCSE
- attend an Options Assembly
- attend an Options Evening with their parents
- participate in an Entrepreneurial Day
- attend a session where they are informed about what employers want.

U4: All pupils

- complete the Morrisby profile
- attend an Employability Day

5th: All pupils

- have a one-on-one interview with Head of Careers, Innovation and Entrepreneurship
- attend an Options Assembly
- receive an Options Booklet
- an Options Evening
- participate in a 20-minute meeting with an independent Careers Advisor
- attend taster lessons
- receive guidance about CV writing and letters of application
- have access to Unifrog platform to explore University courses and Apprenticeships

Sixth Form

L6: All pupils

- attend 6th form transition talk

- attend Old Bancroftian Careers Evening
- attend Law Day
- attend CV and Job application enrichment lessons
- participate in Careers Interview Day
- participate in the Competitive University Admission Workshop
- attend University and Careers Fair
- attend Apprenticeship Evening

U6th: All pupils

- receive UCAS application and submission advice, for application to Universities
- attend mock medical, dentistry, veterinary and Oxbridge interviews if applicable
- receive personal finance enrichment lessons
- attend the University and Careers Fair

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

- The Bancroft's Higher Education and Careers fair, held in March is attended by Bancroft's U4, 5th and Sixth Form pupils together with pupils from our partnership and other local state schools.
- An International Women's Week Careers Fair to which all girls from Bancroft's and our partnership and other local state schools are invited.
- A wide range of careers talks and events which include monthly lunchtime sessions and evening Q&As
- We run a lecture programme for the Sixth Form pupils which is an exciting opportunity for students to listen to and question some of the leading thinkers and speakers in industry and business, the arts, the charity sector and more.
- One-to-one sessions which can be arranged with the Head of Careers to provide impartial guidance, exploring feasible options in higher education, careers, gap years, internships, and apprenticeships.

Bancroft's has an involved parent body and strong Old Bancroftian community who are always happy to provide support for our initiatives. Careers guidance is not only a set of interventions. It is a process where the Head of Careers, tutors, all teaching staff and the heads of houses monitor each pupil'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 pupils to relate their individual interests, strengths and weaknesses, to the world of work to give them access to a wide range of career options.

Partnerships

Bancroft's invites partnership schools to events such as the University and Careers Fair, the Law Day, Women's Day and the Competitive University Admission Workshop.

We maintain an active interest in our alumni, many of whom are happy to return to Bancroft's to provide presentations/talks, interviews, one-to-one or small group sessions.

We have many links with post-18 providers e.g., universities and apprenticeship providers, who support a variety of our events.

Links with parents and carers are maintained using a variety of channels, e.g., letters, Bancroft's in Brief, options evenings and Transition Evening.

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. All online resources are easily accessed via links on the school website and SharePoint. Parents are kept up to date with careers-related information through letters, newsletters, open evenings and through the Insight and Bancroft's in Brief magazines and Digest.

Monitoring, review and evaluation

The careers offering is monitored and evaluated continuously throughout the year. After every event, the pupils give feedback, and this is used in reviewing the careers programme for the following year.

The school's improvement plan is used when reviewing the careers offering to ensure that the careers programme delivery fully supports the whole school aims and all aspects of CEIAG in the school are met.

Bi-annually the school career offering is monitored and evaluated using the nationally recognised COMPASS tool from the Careers and Enterprise Company.