

Careers

Introduction

Up to date, accurate and impartially presented Careers information and guidance is provided at St Dunstan's College. It supports informed choices about a broad range of career options to encourage students to fulfil their potential and ambitions. It is presented in an impartial way, showing no bias or favouritism towards a particular education or work option. Most guidance is directed by Pastoral Leaders through the Stuart Programme. Senior School students also benefit from the experience and knowledge of the Director of Futures, and the Futures Administrator. The intention of our guidance is to assist pupils to 'know themselves' and understand their current and developing strengths, weaknesses and interests in relation to the world of work. Staff work to prevent any stereotyping in the advice and guidance they provide to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers. We seek to engage with the Gatsby Benchmarks.

Aims

A planned programme of information and guidance is delivered across the full age range of the College. This supports and enables pupils to understand the world of work, careers, and to make realistic and informed decisions about their futures. Our aims are to ensure that pupils:

- Have access to quality careers information at all stages of their schooling.
- Are able to learn about and experience the world of work in an age appropriate manner.
- Have meaningful interactions with employers throughout their senior school experience.
- Are informed of opportunities which suit their developing skills, qualifications and aspirations as and when they arise.
- Are encouraged to explore a variety of options when considering further education, work learning or career pathways.

Engagement with the Gatsby Benchmarks

St Dunstan's College is guided by the Gatsby Benchmarks. In particular:

- We have a stable careers programme, enacted through the Stuart Curriculum in Key Stages 3, 4 and 5 (see further information below)

- We provide robust and ongoing information to students and their parents about future study options, including Higher Education and Degree Apprenticeships
- We address the needs of each student, by regularly seeking and reviewing aspirations information from Years 7 to 13, supporting the development of understanding of different careers and post-school opportunities through our sequence of Opening Minds lectures and Careers Insights events, as well as access to personalised mentoring and careers counselling.
- Students have encounters with employers through the annual Higher Education & Careers convention, the sequence of Opening Minds lectures and Careers Insights events.
- We facilitate work shadowing/and or work experience via our Work Experience Policy
- We ensure students receive regular and ongoing personalised guidance on Higher Education and Careers, and on their GCSE, A Level and post school options. This is led by pastoral teams and the Futures Team. See in particular, the Schedule of UCAS and HE guidance below.

Programme Specifics

Junior School

The Junior School Stuart Programme enables pupils to develop their understanding of how a career directly supports the way in which one lives. Pupils are taught about the part money plays in their (and others') lives, including how to earn and manage money and become a critical consumer. They are also taught about enterprise and the skills that make someone 'enterprising'. The programme teaches pupils how to investigate and explore what it is like in the working world and promotes skills-based assessment which develops an ability to acknowledge how their talents and skillsets are an advantage in the working world. Much of this programme is reinforced through the College 'themes of the week' and assembly foci, such as the Politics and Responsibility and the Enterprise and Careers Week. Parents and Carers are also welcomed and are encouraged to share their expertise in relevant areas that link to pupil learning, often in the International Primary Curriculum.

Senior School

Senior school students have lessons as part of the Skills for the Future strand of the Stuart Curriculum that looks at futures, covering topics such as: entrepreneurship and enterprise, recognising personal goals, interests and ambitions, recognising their own transferable skills, developing skills for life (such as creativity, adaptability and resilience), leadership and working as part of a team.

Lower School

Year 7 students take part in *The Real Game*, whereby they engage in extensive role-playing as they navigate the world of work, personal finance and planning for the future.

Year 8 Students look at building skills such as adaptability and creativity.

Year 9 students learn to write cover letters, CVs and practise interview skills, as well as taking part in an enterprise challenge.

entrepreneurship and enterprise.

Students in Year 9 receive guidance and support as they approach their GCSE choices, including via a prospectus and a dedicated consultation event for them and their parents.

Each year, space is given within form time for tutors to discuss with each student their aspirations, what they have done to achieve this and next steps. The tutor logs this in the Aspirations Data spreadsheet, enabling the Director of Futures to give targeted opportunities to students, such as visiting speakers.

Through Lent 1, we host our Career Insight events, which are online evening events, with panels of professionals answering questions from students. Open to all year groups but compulsory attendance to pupils in the Lower School, the themes of the evenings cover different sectors of the working world, but often include Medicine, Working in the City, Creative Industries, and Entrepreneurship.

Middle School

In Year 10, students attend a Future's Day, which involves workshops run by professionals from different universities and careers, as well a vision for the future activity led by the Head of Year, and an introduction to higher education by the Director of Futures.

Year 10 to 13 students are invited to the annual Careers and Higher Education Convention in November where they have access to typically around 50 delegates representing a wide range of higher education providers and career or vocational professionals. This event allows students to make informed choices as they move through their education. The convention contains a huge breadth of professionals, which has previously ranged from from military lawyers to music producers.

Students are given the opportunity to meet Career Mentors; professionals in a variety of fields whom they can meet with once a half term to discuss the best ways of attaining their chosen careers. These one-to-one meetings, enable them to hear from the horse's mouth, what actions they need to be doing now, then meeting the same mentor a term later, they can update and feedback for learn the next actions. Mentors come from a broad range of careers, and have previously included a GP, Lawyer, Engineer, Theatre Producer, Graphic Designer and Psychologist.

In their Stuart Additional Curriculum lessons, Year 10 students take part in lessons on recognising skills for the workplace, leadership, and teamwork and communication. Year 11 students take part in lessons on competencies and resilience and problem solving. Students also utilise *Unifrog* at this stage to explore in more depth the different career pathways and subjects suited to them. They can use the platform to access detailed information about hundreds of career options, including skills required, typical day, career path and progression and related career profiles.

Students in Year 11 receive guidance and support, including via a prospectus and a dedicated consultation event, for them and their parents, in relation to post-16 and A Level choices.

Sixth Form

In the Sixth Form, students explore post-school, university, and apprenticeship options. This guidance is provided in phases beginning in **Year 12** and continuing into **Year 13**. The programme is organised by the Director of Futures in partnership with the Sixth Form pastoral team, and the schedule of this guidance is outlined below.

A Careers and UCAS bulletin containing work and study related opportunities is regularly e-mailed to students and includes information about insight days, taster days, university events, seminars, networking events and more. Students are encouraged to explore these opportunities and to routinely record their engagements to boost their UCAS statements and build their employability profile.

Where necessary, **Year 12** students are supported in finding and securing in work experience over the summer break. (see separate Work Experience Policy for more details). The Director of Futures offers support for obtaining placements via student contacts, school contacts or speculative applications.

The careers input into the Sixth Form Stuart programme includes preparing for interviews, building sound CVs, and communicating to find and build networks. The College also hosts visiting speakers on managing finances and pensions, apprenticeships, students loans, and overseas universities.

Schedule of UCAS and HE guidance for Sixth Formers

<p>Y12 Michaelmas</p>	<p>The Academic Union to develop higher level thinking and interview skills with candidates. Consultation Week: Students receive guidance on the many pathways the College offers which begin after the Christmas break, including MDV, Engineering, Economics and Law programmes. Available Pathways are evaluated regularly and informed by students' Aspirations Data. Futures Pathways Launch: Online event for students and parents, advertising the range of Futures Pathways we offer for competitive courses. Encouraging students to consider over the Christmas Break which they would like to take part in, and then begin in January.</p>
<p>Y12 Lent</p>	<p>Student return from Christmas and begin on their chosen pathway. UCAS Launch: Introduction Evening for students and parents, including guest speakers from universities, who outline and discuss how to maximise their UCAS application and personal statement. We also review and consider apprenticeships and the range of options, and provide tailored sessions</p>
<p>Y12 Trinity</p>	<p>UCAS Apply Drop Down Day: Register with UCAS Apply for entry. Completing the application form and beginning the Personal Statement in earnest. Work Experience advice and assembly. Opportunity to conduct research and university visits individually and in groups.</p>

	Students given reading lists, academic competition and projects to take part in over the Summer to provide content and experience for their personal statements.
Y13 Michaelmas	UCAS Grades provided to students. Finalising Choices: Consultation Evening with pupils and parents to review progress and check that students are confident in their decision-making. Early Applicants: Support ahead of 15 October Deadline. Registration for Pre-Interview Assessments. Pre-Interview Assessments (External Deadline). Interview Support. Interviews. Internal UCAS Deadline for all applicants.
Y13 Lent	Offers, and offer support – helping to decide and make the most of decision pathways, including potential Post-Offer Open Days. Decision by late March, ideally – formal deadline is normally early May.
Y13 Trinity	A Level Exams. Results Day and Post-Results Support as required.