Charitable Objects of St. Catherine's School- *The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day School or Schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

ST CATHERINE'S SCHOOL BRAMLEY

SENIOR SCHOOL CAREERS EDUCATION AND GUIDANCE POLICY

'Believe… Achieve… Succeed'

Policy Holder	Sarah Stewart Catherine Taylor
Date Approved	September 2026
Approval	Academic Committee
Date for next review	September 2027

This policy will be reviewed annually or sooner if there are statutory revisions.

The Policy

The aim of the School's Careers Education, Information, Advice and Guidance (CEIAG) programme is to empower every student to make informed, confident and ambitious choices about their future. It seeks to provide each student with the knowledge, understanding and skills required to navigate the complex and evolving world.

The specific objectives of the programme are to:

- **Recognise and nurture the skills, strengths and interests of each individual student**, encouraging self-awareness, confidence and personal growth.
- **Provide a broad, varied and inclusive careers education programme** that exposes students to a wide range of industries, professions and career pathways.
- **Deliver a relevant and engaging curriculum** that connects learning to real-world contexts and reflects current and emerging employment trends.
- **Prepare students effectively for each transition point**, whether within school or beyond, ensuring they are equipped to make well-informed choices about their next steps.

- **Develop employability skills**, including communication, teamwork, leadership, problem-solving, and resilience, to ensure that all students are confident and work ready.
- **Challenge stereotypes and promote equality of opportunity**, inspiring every student to aspire and pursue pathways that reflect their talents, values and ambitions.

Statutory and Regulatory Framework

The School's Careers Education, Information, Advice and Guidance (CEIAG) programme is informed by recognised national standards and frameworks, ensuring high-quality provision for all students. Although independent schools are not bound by all statutory requirements for maintained schools, the School seeks to meet and exceed best practice expectations. These standards are set out below:

- **Gatsby Benchmarks (Good Career Guidance)[1]:**
    - Provides a framework for a comprehensive and coherent careers programme.
- **Career Development Institute (CDI) Framework[2]:**
    - Defines the knowledge, skills, and competencies students should develop to manage career decisions and transitions effectively.
- **Independent Schools Inspectorate (ISI) Inspection Framework[3]:**
    - Supports students to make informed choices about their next stages of education, training, or employment, preparing them for the opportunities, responsibilities, and experiences of adult life.

Scope and Audience

The Careers Education and Guidance Policy applies to all members of the school community involved in supporting students' career development, including students, staff, parents, governors, and external partners.

Students:

- All students from entry through to Sixth Form (Years 7–13) are included, with careers education tailored to each stage of their development.
- Careers education and guidance must be inclusive, accessible and appropriately tailored to meet the needs, aspirations and circumstances of all students, taking into account their SEND, cultural and aspirational needs.

Staff:

- **Head:** Overall strategic responsibility for the careers programme and ensuring alignment with the School's ethos and objectives.
- **Director of Careers Education:** Leads and coordinates the careers programme, ensuring:

[1] Good Career Guidance – The Next 10 Years, Gatsby Charitable Foundation Gatsby Benchmarks Explained
[2] Career Development Institute – Framework for Secondary Schools and Colleges CDI_86-Framework-Guidance_in_Secondary_Schools-webFINAL.pdf
[3] Independent Schools Inspection Framework Inspection framework :: Independent Schools Inspectorate

- delivery of CEIAG
- organising events
- liaising with employers and higher education providers
- providing individual guidance to students
- ensuring the School is meeting the appropriate requirements for Good Careers Guidance in line with best practice.

- **Deputy Head (Academic):** Oversight of curriculum integration and monitoring the implementation of careers education across subjects.
- **Head of Sixth Form:** Coordination of post-16 careers provision, guidance for university applications, apprenticeships, and work placements.
- **Oxbridge and Medicine Coordinators:** Specific support and guidance for students applying to Oxford, Cambridge, and other highly competitive universities.
- **All teaching and pastoral staff** (in particular the tutor team): Reinforce careers learning within their subjects and provide mentoring and advice.

St Catherine's Association Team:

- Facilitating the use of the St Catherine's Association community, including alumnae to support careers events, work experience, and employer engagement as well as give advice on universities and interview practice.

Parents and Carers:

- We recognise the important role that parents have in their child's career development and value their input. We are keen for them to feel supported in developing their own confidence and capability to support their child's planning and decision-making. It is important for parents / carers to recognise the changing world of work and opportunities and how that can impact the advice they give. Therefore, we encourage them to engage with the careers programme and support students in decision-making at key transition points. To do this we offer a programme of parent engagement, including information evenings, guidance materials and targeted communications, ensuring students and parents are well-informed and confident with the provision available

Governors:

- Monitor and evaluate careers provision to ensure it meets statutory guidance, best practice benchmarks, and school objectives.

External Partners:

- Employers, higher education providers, alumnae and other organisations contribute to workshops, talks, and work experience opportunities in a safe and supervised manner.

Careers Programme Overview

The School's careers programme is designed to provide a progressive, structured and engaging experience that equips students with the knowledge, skills, and guidance to make informed choices about their education, and career pathways. Activities aim to focus on self-awareness, employability skills, and

preparation for future opportunities. These increase in depth and specificity as students move through the School.

Key Stage 3

- **Upper 3**
    - *Futures - Life* programme includes five lessons promoting self-awareness, personal strengths, and skills development.
- **Lower 4**
    - Introduction to career options through guest speakers, often linked to curriculum areas – often taking place within curriculum lessons.
- **Upper 4**
    - Weekly careers lectures and workshops delivered by professionals, including alumnae and parents, showcasing a range of careers across a variety of sectors.
    - Research activities and guidance on GCSE option choices, including both general and individual support.

Key Stage 4

- **Lower 5**
    - Careers lessons integrated into the *Futures - Life* rotation.
    - Independent research project exploring various career pathways.
    - Online profiling aptitude and interest assessment, with follow-up group and individual discussions to interpret results and inform A Level choices.
    - Workshops looking at skills and priorities to help identify future goals.

- **Upper 5**
    - Careers course reviewing profile results and implications for A Level and future studies.
    - Development of employability skills, including CV creation, work experience preparation, and mock interview practice.
    - One-to-one guidance sessions to support informed A Level and post-16 decisions.

Key Stage 5

- **Lower 6**
    - Careers lessons are delivered as part of the *SCOPE* (St Catherine's Ongoing Programme of Enrichment) programme,
    - Presentations from external speakers to assist students in identifying their next steps. These include presentations focusing on:
        - University
        - Degree apprenticeship
        - GAP years
        - Oxbridge
        - Medicine

- Futures – Sixth sessions focused on employability skills, identifying existing skills, and creating opportunities for further development, delivered through workshop sessions, form time activities and visiting speakers with expertise in this area.
- Encouraged participation in work experience throughout time in Sixth Form.
- Activities Week is dedicated to university preparation: personal statement workshops, getting started with UCAS, University Open Day visits, and guidance for Oxbridge and medical applications.

- **Upper 6**
  - Individual and bespoke support for UCAS applications, apprenticeships, internships, gap years, and finance guidance.
  - Continued CV development and employability skill enhancement.
  - Oxbridge applicants supported by specialist mentors and overseen by Oxbridge Coordinators.
  - Medical applicants supported by specialist mentors and overseen by medical coordinators.
  - Non-UK University applications managed under the guidance of the Head of Sixth Form.
  - Bespoke support for those students who are considering other routes following Sixth Form.

- **University Applications:**
  - Early applications encouraged; key deadlines for Oxbridge/medical applications and all others are clearly communicated.
  - Support for those students who are required to take Admissions Tests for their specific university course.
  - The Pathways to Higher Education leaflet and online resources provide a calendar of key events for parents and students.
  - Applications are reviewed by tutors and the UCAS coordinating team to ensure quality and compliance with best practice.
  - Applications to overseas universities encouraged and supported.

Careers Department Facilities

- Centrally located Careers Office for drop-in support and individual guidance.
- Director of Careers Education has dedicated time for teaching, event organisation, research, and one-to-one student support.

Unifrog

The Careers Programme is supported by the universal destinations platform, Unifrog. This is used throughout the school from U3-U6 (Years 7-13), supporting students in making informed decisions about their future, in line with their interests, skills and aspirations.

The St Catherine's Association

- Alumnae, parents (former and current), staff (former and current), and governors provide a rich network of career contacts and expertise.

- Formal networking programmes allow Sixth Form students to develop professional connections and gain sector insight.

Careers Events

- **Careers Seminars:** Focus on the opportunities available in a wider variety of subjects and careers, with parents and external students welcome.
- **Biannual Careers Forum:** L5 (Year 10) and above attend; provides exposure to career paths through alumnae and parent speakers, supports informed decision-making regarding A Levels, university courses, and future careers.

Work Experience and Employer Engagement

Work Experience

The School recognises the importance of practical experience in preparing students for the world of work. Our work experience and employer engagement programme complements the careers curriculum, helping students develop employability skills, gain insight into career pathways, and build professional networks. The school provides advice and support to parents and employers to ensure appropriate safeguarding, risk assessment and due diligence processes are followed.

Employer Engagement

- **Guest Speakers and Lectures:**
    - Professionals, alumnae, and parents provide insight into career sectors through talks, workshops, and lectures across all key stages.
- **Networking Opportunities:**
    - The Association provides a structured programme connecting students with over 8,000 alumnae, parents, and former staff.
    - Selected 6th Form students attend formal networking events, enhancing communication, confidence, and industry knowledge.
- **Sector-Specific Events:**
    - Careers Seminars explore “What can I do with a degree in …?” or “Careers in the World of X,” highlighting diverse professional pathways.
    - Biannual Careers Forum allows students to engage directly with experienced professionals, supporting informed A Level and university choices.

Alumna and Community Involvement

- Members of the St Catherine's Association offer mentoring, advice, and sometimes access to internships or work experience placements. They also offer advice on universities, courses and support interview practice.
- Engagement with the wider professional community ensures students have realistic insights into careers and the skills required to succeed.

Monitoring, Evaluation and Review

The School regularly monitors and evaluates its careers programme to ensure it meets the needs of all students and aligns with best practice.

- Student engagement with careers lessons, work experience, employer events, and guidance sessions is monitored.
- Feedback from students, parents, and staff is collected to assess the relevance and impact of the programme.
- Student destinations, university offers, apprenticeships, and employment outcomes are reviewed annually.
- The Director of Careers Education leads regular reviews of the policy and programme, updating provision in line with feedback, labour market trends, and statutory guidance.
- Governors oversee the effectiveness of careers provision, ensuring continuous improvement and that students are supported to make informed choices for their future education and careers.

Policy Summary and Statement of Intent

The School is committed to providing a comprehensive, progressive, and engaging careers programme that supports every student in developing self-awareness, employability skills, and informed decision-making. Through a combination of structured lessons, work experience, employer engagement, and alumna mentoring, students are encouraged to explore diverse career pathways and higher education opportunities.

The programme is designed to nurture well-balanced, enterprising young women of integrity who are equipped with the knowledge, confidence, and employability skills needed to succeed in the next stages of their life. Careers Education at the School is delivered in line with statutory guidance and best practice frameworks, regularly monitored and reviewed to ensure it remains relevant, effective, and responsive to students' needs.