Careers

Contents

1 Policy Statement **2**

2 Key Personnel **3**

3 Procedures - Senior School **3**

4 Work Experience **4**

Document information **5**

1 Policy Statement

1.1 In line with our school's aim to ensure our pupils are equipped to meet the challenges of the life ahead of them by focussing on the individual, defining and refining each pupil's special qualities and supporting a broad vision of excellence, Embley is committed to providing accurate, up to date and impartial careers guidance for its Senior School pupils (Year 7+).

1.2 We believe this is an important way in which young people are encouraged to fulfil their potential and are prepared for the opportunities, responsibilities and experiences of adult life.

1.3 To this end, our pupils follow a structured Careers Guidance programme which is appropriate to the age and maturity of the pupils as they progress through the school.

1.4 This policy applies to all members of our school community, including boarders.

1.5 Embley is fully committed to ensuring that the application of this Careers policy is non-discriminatory in line with the UK Equality Act (2010).

1.6 Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.7 Staff at Embley are also covered by the United Learning Equal Opportunities Policy.

1.8 This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents/Policies:

1.8.1 School Aims and Ethos
1.8.2 Curriculum Policy
1.8.3 PSHE Policy and Schemes of Work

1.9 This document is reviewed annually by Leah Goodey or as events or legislation change requires.

1.10 The next scheduled date for review is August 2027.

1.11 The Careers Guidance programme is delivered according to the procedures set out below and is supported and complemented by assemblies; tutor time; Future Friday's; themed career evenings; curriculum lessons; work experience programmes; and external speakers. The programme is designed to enable pupils to:

1.11.1 Know themselves and how their strengths, weaknesses and interests relate to the world of work.
1.11.2 Effectively prepare for future life in British society by developing values, skills and behaviours which they will need to get on in life.
1.11.3 Make informed choices about a broad range of career options.
1.11.4 Learn about different careers and opportunities, obtain individual guidance and have some work experience.
1.11.5 Gain information about training, education and occupations beyond school.
1.11.6 Understand what the particular subject and/or experience requirements are for particular career paths.

1.11.7 Make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses.
1.11.8 Develop and practise Personal Statements, CV, job application and interview skills.
1.11.9 Gain an insight into the world of work through Work Experience.
1.11.10 Draw on the career experiences of the wider school community including staff, parents and past pupils of the school.

2 Key Personnel

2.1 The person in charge of careers in the Senior School is Nicola Hampstead

2.2 The person in charge of our programme of themed career evenings is Nicola Hampstead.

2.3 The persons in charge of UCAS applications are, Alex Cherry and Nicola Hampstead.

2.4 The teachers delivering PSHE are Yasmin Farley, Nicola Hampstead and Alex Cherry

2.5 Individual meetings can be arranged with Nicola Hampstead at any stage of a student's progress.

2.6 The careers team will always pass on sound advice or introduce a student to a credible outside party that will provide the necessary guidance.

3 Procedures - Senior School

3.1 In the Senior School, the core Careers Guidance Programme is delivered by Nicola Hampstead in PSHE and by tutors in Future Friday tutor time from Year 7 upwards. Topics covered in this programme include:

3.1.1 Year 7 - Pupils receive guidance from tutors through Future Friday sessions. Assembly sessions familiarise pupils with the Careers Programme and the careers advisor. Pupils are introduced to Unifrog and learn how to access and navigate the platform. Access to resources is provided and tutors as well as key personnel are available throughout the options process to give guidance. Pupils receive careers and skills lessons through their Living in the Wider World topic in PSHE lessons where they will learn about; careers, teamwork and enterprise skills, raising aspirations, financial decision making, saving borrowing, budgeting and making financial choices.

3.1.2 Year 8 - Pupils receive guidance from tutors through Future Friday sessions. Assembly sessions familiarise pupils with the Careers Programme and the careers advisor. Students work and reflect on skills through the Embley pupil profile and they utilise Unifrog to help them explore interests, pathways and careers. Pupils receive careers education through the Living in the Wider World topic in their PSHE lessons each week where they learn about; equality of opportunity in careers and life choices, different types of patterns of work, online safety, digital literacy and media reliability.

3.1.1 **Year 9** - Pupils receive guidance from tutors through Future Friday sessions. Assembly sessions familiarise pupils with the Careers Programme and the careers advisor. Pupils are supported with their choices for their GCSE options, through Future Fridays with the help from tutors and the Careers Advisor. Students have access to the Unifrog platform and will use their to explore their interests and inform their decisions. Through the Living in the Wider World topic in the students weekly PSHE lessons they will learn about; their strengths, career options and goal setting, employability skills and employability and online presence.

3.1.2 **Year 10** - Pupils receive guidance from tutors through Future Friday sessions. Assembly sessions familiarise pupils with the Careers Programme and the careers advisor. Students work and reflect on skills through the

Embley pupil profile and they utilise Unifrog to help them explore interests, pathways and careers. Through the Living in the Wider World topic in the students weekly PSHE lessons they will learn about; the impact of financial decisions, debt and gambling and readiness for work.

3.1.3 **Year 11** - Pupils receive guidance from tutors through Future Friday sessions. Assembly sessions familiarise pupils with the Careers Programme and the careers advisor. Students work and reflect on skills through the Embley pupil profile and they utilise Unifrog to help them explore interests, pathways and careers. Through the Living in the Wider World topic in the students weekly PSHE lessons they will learn about; their next steps, application processes and skills for futher education as well as employment and careers progression. Each year 11 student will receive a 1:1 session with the school Careers Advisor in Autumn term to help them navigate their post-16 options. Further meetings are available on request for students and parents.

3.1.4 **Year 12** - Liaison with parents takes place at parents' meeting. Information is shared through the tutor programme and the documentation of university research begins with the student.
Prior to attending the sixth form, a 2-day induction sets the tone for students entering the sixth form. Team-building and motivational talks are organised by key personnel to equip the appropriate life skills to help students 'make the most' and start to consider what skills they require to build a successful career. .
The UCAS registration process starts at the end of year 12. Students are given guidance as to how they can apply to university through UCAS (The University and Colleges Admission System) and ensure that their application is as thorough as possible. Pupils also attend a workshop on how to write a successful personal statement.
Students are authorised by tutors and the sixth form management to attend a maximum of 5 university open days. Specific guidance is provided by Alex Cherry (Directors of Sixth Form and UCAS Co-ordinator) and sixth form tutors to ensure students are attending appropriate university open days.
As part of the sixth form tutor programme, there are particular discussions initiated by tutors on varying topics.
The Sixth Form enrichment programme is designed alongside the careers programme for the year to contribute to the personal development of students which includes:

3.1.5 **Year 13** - There are individual interviews, Higher Education talks and guidance on student finance. Liaison with parents takes place at parents' meetings. There are also themed career evenings and information available about courses and conferences throughout the year for pupils looking to follow a certain career path, such as law, medicine or veterinary science. As part of the sixth form tutor programme, there are particular discussions initiated by tutors on varying topics.
The Sixth Form enrichment programme is designed alongside the careers programme for the year to contribute to the personal development of students which includes:

Details of the Careers Guidance element of the PSHE schemes of work are held by Nicola Hampstead and Yasmin Farley, and are available to parents on request.

4 Work Experience

4.1 This core Careers Guidance Programme is supplemented by work experience at the end of Year 10 and 12.

Document information

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