



# The Tiffin Girls' School

## Careers and Work Experience Policy including Provider Access Policy Statement

REVISED DECEMBER 2020

### Introduction

1. The Tiffin Girls' School has high quality careers advice and guidance, to support our high achieving and ambitious students. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with a selective and highly academic school.

### Aims and purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
  - Support students in making informed decisions which are suitable and ambitious for them
  - Provide students with well-rounded experiences
  - Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
  - Inspire and motivate students to develop their aspirations
2. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### Statutory requirements and recommendations

3. The careers provision at The Tiffin Girls' School is in line with the [statutory guidance](#) developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.
4. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:
  - be impartial
  - include information on a range of pathways, including university options or apprenticeships
  - be adapted to the needs to the student
5. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

6. The recommendations from the 'Girls' Career Aspirations', [Ofsted Report](#) is also used to guide the careers provision at The Tiffin Girls' School.
7. The recommendations include:
  - to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings
  - to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
  - to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
  - to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that girls and young women can make informed choices
  - to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
  - to consider ways in which mentoring could be used to help support young women in overcoming barriers to achievement

### **Careers Provision at The Tiffin Girls' School**

8. All students have access to the following:
  - Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
  - Tiffin Talks occur on a range of careers that inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
  - All students can book careers appointments with the Careers Advisor
  - All students have access to the careers newsletter, careers section on the schools website and careers and university section in the LRC. External opportunities are advertised to students.
9. Students with Special Educational Needs or Disabilities (SEND):
  - Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
  - Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.
10. Students in receipt of Pupil Premium funding
  - Personalised support will be given to these students and they will receive an extra careers appointment in Year 10.
11. Careers Advisor
  - At The Tiffin Girls' School, there is a Careers Advisor, who works alongside the Assistant Headteacher (AHT) with responsibility for careers. The Careers Advisor will work with the AHT to develop a Careers Development Plan annually for the school. This is in line with the London Ambitions Careers Offer and the Gatsby Good Careers Guidance.
12. Key Stage 3
  - The options programme for Year 9 is designed to support them in their GCSE choices.
  - The pastoral curriculum in Year 7-9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is through mini-enterprise in Year 9.

- Students in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award. The majority of students participate in this.
- Students introduced to careers websites and resources through planned Google classroom activities.

### **13. Key Stage 4**

- The Year 10 students receive significant careers input in tutorial time including video presentations on key careers areas and careers quizzes using up to date labour market information
- After this input the Year 10 students receive one-to-one careers discussions with the school Careers Advisor and a detailed careers action plan is written
- All students in Year 10 participate in community outreach where they support numeracy and literacy at local primary schools.
- A number of students every year will take part in the Duke of Edinburgh Award. Many students participate in the Silver Award in Year 10.
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are giving advice and guidance about what to participate in e.g. the National Citizenship Service 'The Challenge'.
- Students in Year 11 undertake Work Experience. The students receive extensive application support with key opportunities advertised and CV and covering letter writing workshops.
- The options programme for Year 11 supports their A Level choices.
- All Year 11 students are offered an opportunity for an optional second careers appointment to further assist with their A level choices and work experience application.
- The pastoral curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising.

### **14. Key Stage 5**

- There is a range of support for university applicants through:
  - A Higher Education lesson, as part of the curriculum. This is run once a week for Year 12
  - Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
  - Students are encouraged to enter university essay competitions.
  - There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
  - Interview preparation, practice and workshops are led by departments and the Sixth Form team.
  - There is preparation for and support with aptitude and pre-admissions test.
  - The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances.
  - All sixth form students have the opportunity to book a careers appointment throughout the sixth form.
- Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition, charitable house activities led by the Student Leadership Team and RAG Week that develop students entrepreneurial skills.
- Sixth Form students are encouraged to undertake volunteering and work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific students. The students receive CV workshops in their higher education sessions

- A number of students every year will take part in the Duke of Edinburgh Award. At Sixth Form, this will usually mean the Gold or Silver Award.

#### **15. Alumnae**

- Alumnae are encouraged to be the speakers at the Tiffin Talks and share their profession, career path and further education with current students. Details of the Talks can be found on the school website and in the Careers Newsletter. Alumnae also speak at KS4 and KS5 Celebration Evenings, and offer work experience placements.

#### **Work Experience Provision at The Tiffin Girls' School**

16. The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.
17. All students are offered the opportunity of two weeks' work experience in the July of Year 11, once they have finished their GCSEs. This is not a compulsory part of the curriculum, but is undertaken by the majority of students.
18. The overall organisation of work experience is undertaken by the Work Experience Co-ordinator (WEC), who liaises with the Head of Year 11.
19. The students are encouraged to arrange their own work experience. The WEC advertises work experience opportunities to the students, who submit a CV and letter of application to apply. The school has links with many large businesses and organisations e.g. Epsom Hospital.
20. Parents/carers are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
21. The WEC checks that the placement meets with the schools requirements, the students will be treated fairly and they will undertake meaningful work.
22. All students on placement are covered by the employers' insurance and places of work are risk assessed by the WEC.

#### **Provider Access**

23. This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes of giving them information about the Provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.
24. Students in Year 8-13 are entitled:
  - To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
  - To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships
  - To understand how to make applications for the full range of academic and technical courses

25. A Provider wishing to request access should contact the Careers Service at The Tiffin Girls' School through the Main School Office or via the following email address [careers@tiffingirls.org](mailto:careers@tiffingirls.org)

26. A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents/carers.

<b>Year Group</b>	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
Year 7	Tiffin Talk	Opportunities shared/Provider talks in Assemblies  Tiffin Talk	Tiffin Talk
Year 8	Tiffin Talk	Opportunities shared/Provider talks in Assemblies  Tiffin Talk	Tiffin Talk
Year 9	Tiffin Talk	KS4 Options Evening  Options process  Tiffin Talk	Tiffin Talk  Opportunities shared/Provider talks in Assemblies  Careers sessions on Google classroom
Year 10	Tiffin Talk  Careers sessions on Google classroom	Opportunities shared/Provider talks in Assemblies  Careers Appointments  Tiffin Talk	Tiffin Talk  Aspirations Day
Year 11	Sixth Form Options process  Sixth Form options fair  Tiffin Talk  Careers Appointments	Opportunities shared/Provider talks in Assemblies  Work experience preparation including CV workshops  Tiffin Talk  Careers sessions on Google classroom	Tiffin Talk  Work experience

Year 12	Higher Education lessons Tiffin Talk Careers appointments	Opportunities shared/Provider talks in Assemblies Higher Education sessions Tiffin Talk	Tiffin Talk Higher Education lessons
Year 13	UCAS Support Tiffin Talk Careers appointments Interview workshops	Opportunities shared/Provider talks in Assemblies Tiffin Talk	Tiffin Talk

- 27.** The school will ensure an appropriate venue, AV and support is provided through the AHT with responsibility for careers.
- 28.** Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Advisor or the Librarian. The Learning Resource Centre is available for students at break, lunchtime and after school.

### **Monitoring and Evaluation**

- 29.** The AHT will work alongside the careers advisor to develop a Careers Development Plan.
- 30.** An evaluation of the data of retention, destinations, trips, expedition participation and attendance at the Tiffin Talks, will enable measurement of success.
- 31.** A careers survey will be carried out in the summer term to inform planning of the subsequent year.

### **This policy should be read in conjunction with the following policies:**

- Curriculum Policy
- Single Equality Scheme
- Teaching and Learning Policy
- Trips Policy